

## Bookkeeping Services



### Bookkeeping Services

With our bookkeeping services, we enable your business growth and help you concentrate on your core business, while we manage all your accounts and records making your financial reporting much efficient and timely. Our trusted team of accounting experts, with vast practical knowledge management and consulting backgrounds, provide experienced and dependable bookkeeping services reviewing your business, circumstances and requirements.

#### We can assist our clients in:

- Managing bookkeeping and accounts off-site, where we do it all for you. To maintain your financial position hassle-free, using our resources in a timely fashion.
- We offer packages / options available to you on ad-hoc need basis that suits most companies up to their needs with full services offered on fixed fee.
- Our accounting services are therefore helpful in managing array of different businesses. As we specialize in certain sectors, we are abreast with the latest tax laws and have a solid understanding of which bookkeeping techniques and tools are best for your business.

**With our robust capabilities, we provide versatile and scalable bookkeeping solutions to handle your distinct financial needs, including:**

#### Book Keeping Activities

Our Bookkeeping services will include the following activities:

- Managing Sales Invoices
- Posting and allocation of payments and receipts to the ledger
- Payments and adjustments
- Maintenance of fixed asset register
- Month-end routine transactions
- Managing your cashflow, income, expenses and payments (tax, bills and others)
- Easily organize and manage your stock
- Track costs by project, location or budget