



## About Kgate

- **Kgate group combines the services of:**

Knowledgegate Consultants Pvt. Ltd.  
Bhuta Buch & Associates  
Kaizan Consultants

## Kgate Mission

- Value addition to bottom-line of client's business by intelligent efforts deploying latest technology, techniques and management processes



## Top Management

- **Top Management – C. M. Buch**

Mr. C. M. Buch is an eminent and renowned Chartered Accountant having more than 25 years experience to his credit.

He has been consultant to various organizations across different countries.

He has vast experience of handling financial due diligence, mergers and acquisitions, designing of internal controls, statutory audits, internal audits, investigative audits, tax services and management consultancy assignments.

He is empanelled with various government agencies, such as Reserve Bank of India, comptroller & Auditor General of India, Official Liquidator Mumbai High Court etc. to undertake government organizations audit.

He has delivered lectures at various seminars and conducted workshops in the areas of finance, audit, taxation and management.

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- **Top Management – R. M. Bhuta**

Mr. R. M. Bhuta is a senior Chartered Accountant having more than 25 years experience.

He has won several Gold Medals and Prizes as a distinguished Chartered Accountant. He has also done

Bayers International Management Simulation Course from Germany.

He is a SAP certified Solution Consultant for mySAP Financials Management and Financial Accounting.

He has extensive experience of designing Software specifications for complete ERP. He is specialist in Business Process Reengineering of commercial applications across different industries including pharma, automobile, retail, engineering, textiles, paper, construction, chemicals etc.

He has handled number of assignments in the areas of system study and designing, management consultancy, marketing consultancy and Human resource management consultancy.

He has delivered lectures at number of seminars in the field of management, software and marketing.

## Manpower

- The top management is supported by their team, the staff, who are successfully carrying out the Company mission. A strong qualified and skilled team of professionals, consisting of Chartered Accountants, Cost Accountants, MBA and Commerce graduates working hand in hand, have always brought laurels to the group. The continuous education program, technical and behavioral training have kept them in the top slot and have paved the way to generate easy solutions to complex problems.

## Infrastructure

- Modern and spacious premises at offshore centre at Mumbai, India.
- Use of a Virtual Private Network (VPN) – remote access to terminals at client location. Thereby complete soft data security
- Use of existing user ID – Additional licensing not required
- Use of Terminal services of Win 2K / Win XP
- Multiple Internet Service Providers with speed from 512 kbps to 2 mbps
- Dedicated lease line connectivity with 1 Mbps speed
- 100% power backup for electricity and computing equipments
- Downloading of documents from client location and hence no need to transmit the data
- Multiple communication links such as Vonage, Skype, telephones, mobiles, State of the art communication facilities
- Work specific, domain centric and behavioral centric, training programs for all the staff
- Access to Information Technology people

## Geographical Reach

The group has successfully executed assignments of clients based in

- USA
- Dubai
- Oman
- Bahrain

- Nepal
- Tanzania
- Kenya
- Uganda
- Rwanda
- Nigeria

## Why Outsource

### Why Outsource Accounting and Finance Functions

- Focus on core competency areas and increase business volume. Do what you do best
- Cost savings.
- Operational efficiencies
- Increased quality and reliability
- Access to skilled manpower
- Access to latest technologies and reduce the risk of technological obsolescence
- Deployment of best processes and management practices
- Reduce overheads
- Minimize capital expenditure
- Improve speed and reliability
- Reduce dependency on manpower
- Eliminate drudgery of recruitment and training
- Ramp up or ramp down in least time and at the least cost
- Reduce overall management burden
- Time zone advantage
- By 2008, Accounting & finance will be 15% of all outsourced activities
- Accenture survey reveals perceptible improvements in the first six months of outsourcing in 50% of cases across USA and Europe

## Why India

### Why Outsource to India

- Leader in outsourcing destination.
- India produces more CPA's than any other country in the world
- Very high standard of CPA exams produces the best CPAs
- Experienced pool of Management experts through large number of B-Schools
- State of the Art Infrastructure
- Conducive government policies

- Cost effective, high quality manpower
- As per an estimate, By 2010, India may capture 70% of the outsourcing market

## Why Kgate

- Vast experienced management team.
- Pool of experienced manpower.
- Extremely strong domain knowledge.
- Deployment of best processes.
- High standard of quality, reliability and security.
- Excellent infrastructure.
- Cost effective solutions.
- One point solution for all the needs.

## Outsourced Accounting Services

### A. Outsourced Accounting Services

#### 1. General Ledger Accounting

- Designing Chart of Accounts
- Maintaining Chart of Accounts
- Expense processing and Accounting
- Petty cash Accounting
- Payroll Accounting
- Generation of Trial Balance
- Generation of Financial statements at month end, quarter end and year end

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#### 2. Banking Services

- Deposits accounting
- Check processing
- Credit card and Debit card transactions recording
- Bank reconciliations
- Bank interest verification

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#### 3. Accounts Receivable

- Sales Order Processing
- Customer Invoicing

- Credit notes recording
  - Collection recording
  - Credit control
  - Accounts receivable processing
  - Dunning letters
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#### 4. Accounts Payable

- Vendor registration
  - Vendor list maintenance
  - Bills recording
  - Debit notes processing
  - Payables verification
  - Payable approval plan
  - Pay bills
  - Checks preparation
  - Discount management
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#### 5. Budgeting and Forecasting

- Budget Formation
  - Budget Revisions
  - Budgets v / s Actual comparison
  - Cash flow Forecast
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#### 6. MIS and Compliances

( Designed on case to case basis based on nature of business)

- Daily Key figures reporting
  - Cash flow
  - Consolidation of group companies
  - Statutory Compliances such as US GAAP, Sarbanes – Oxley
  - Black Scholes Valuation
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#### 7. Fixed Assets

- Depreciation schedules and its recording
  - Valuation adjustments and write offs
  - Work in process accounting
  - Reconciliation of Fixed Assets records with General Ledger
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## 8. Inventory Accounting

- Maintenance of Inventory list
  - Physical verification v / s book stock
  - Adjustment of differences
  - Inventory return accounting
  - Rate difference accounting
  - Spoilage, pilferage, damage accounting
  - MIS reports on Inventory
  - COGS valuation
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## 9. Research

- Financial data research and analysis
  - Stock data research and analysis
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## 10. Other Services

- Data Entry
- Documentation
- Review

# Public Accountant's Services

## B. Public Accountant's Services

### 1. Audits

- Statutory Audits
  - Internal Audits
  - Investigative Audits
  - Operations Audits
  - Tax Audits
  - Concurrent Audits
  - Special Purpose Audits
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### 2. Tax Services

- Preparing Tax returns
  - Tax Assessments
  - Tax Counseling
  - Tax Appeals and revisions.
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### 3. System Improvement services

- System Study and System Designing
  - Preparation of Delegation of Authorities
  - Preparation of Internal controls Manual
  - Preparation of Accounting Policies and Manual
  - Preparation of Audit Dossier
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### 4. Value Added services

- Cost Reduction and value maximization
- Financial Due Diligence
- Share and Business Valuations
- Mergers and Acquisitions
- Preparation of business plans

## Human Resource Management

### C. Human Resource Management

#### 1. Pre- Recruitment

- Designing of Organization Structure
  - Preparation of Job Definitions
  - Preparation of Key Result Areas (KRA)
  - Preparation of List of Competencies
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#### 2. Recruitment and Induction

- Psychometric tests
  - Personal Interviews
  - Preparation of Personality Profile
  - Assessment of Competency level
  - Induction Training
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#### 3. Post Recruitment

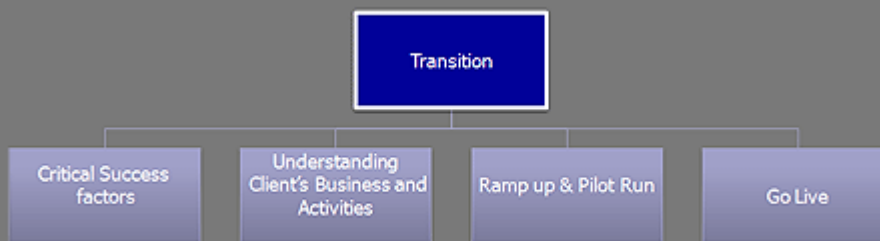
- Assessment Centre
- Development Centre
- Designing of Performance Appraisal System

## Software Specifications designing

## D. Software Specifications designing

- Designing of Documents, data entry screens and reports
- Designing of Data Dictionary
- Preparation of Request for Proposal (RFP)
- Negotiation and finalization with Software Developers
- Coordination with Software Developer
- Testing of Software delivered
- Interaction for Software upgrades

## Transition



### Critical Success Factors

#### Knowledge about:

- Relevant Accounting Standards and conventions
- Technology and Tools used
- Extensive Software package understanding
- Clear details about the beginning information and relevant past data

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### Understanding Client's Business and Activities:

#### Involves:

- In-depth discussions with client on expectations from the outsourcing.
  - Understanding organization structure and roles and responsibilities of the people involved
  - Material and finance transactions flow diagrams and workflow diagrams
  - Accounting Policies followed by the client and Accounting Manual.
  - Areas of 'concerns' internal and external.
  - Information on critical past events and data.
  - Auditors' and statutory requirements. Auditors Dossier
  - Statutory obligations
  - Work Volume and reporting frequency
  - Actionable Program
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### Ramp up and Pilot Run:

- Training at Client locations on transactions, processes, and Software including hands-on training
- Test run at client location for transactions of few days
- Ramp up at client locations for data transfer
- Ramp up at off shore location for requisite infrastructure, manpower and training
- Identifying and resolving issues
- Validating reports generated
- Effective feedback

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### Go Live

- Data Transfer and Management
- Removal of redundancies
- Setting up effective communication channel
- Generating timely and accurate reports
- Value additions

## Contact Us

Knowledgegate Consultants Pvt. Ltd.  
217, Blue Rose Industrial Estate,  
Western Express Highway,  
Borivali (East),  
Mumbai 400066.

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URL: <http://www.kgateindia.com/>  
Email: [info@kgateindia.com](mailto:info@kgateindia.com)  
Phone: +91-22-65943647  
Telefax: +91-22-28706999  
Vonage: 732-419-2930

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	Cell	Skype	AIM
C. M. Buch	+91-9821302280	rajesh.bhuta	vowitsgreat
R. M. Bhuta	+91-9821302281	chaitanya.buch	chait buch