



Shah & Gandhi
Chartered Accountants



Share Together
Grow Together

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About Us

Shah & Gandhi (S & G) is growing Chartered Accountant's firm in Vadodara –Gujarat –India. Along with in Indian practice since last 9 years, S & G is providing Bookkeeping & payroll service to their Canadian and UK based Clients also. A team of Chartered Accountants, trained employees, our technology partner and our client's long term support are four pillars of our business. This business was establish with a perspective to establish organization which would put the client at ease in translating their business transaction in to valuable financial reports/records, of course, in a cost effective manner. We have specialized in accounting in QuickBooks, Tally, Sage, ZOHO etc.

Key Features

- Professional personalized services
- Work just as clients' virtual back-office
- Not to deal as third party service contractor
- Services to our client on consistent basis
- Experienced team members with a senior Cost Accountant and a Senior Chartered Accountant as business associates
- Reduce your training time and to ramp up your services quickly without additional burden

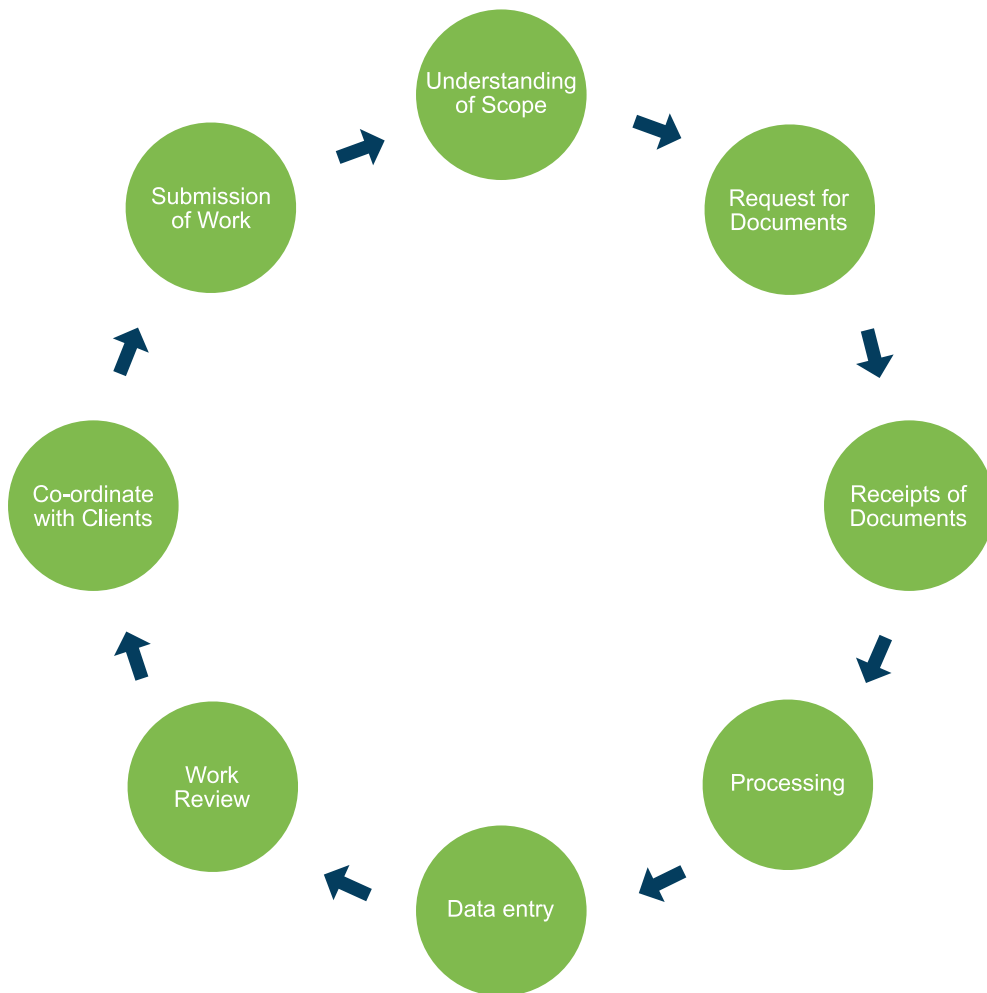
Business Model

Scope of Service

- Accounting & Financial Services
 - Vat Compliance
 - Payroll Services
- Detail scope is given below in Annexure I

Feature

- Full time resources (40 hours per week) and on Senior project manager (40 hours per week) – well knowledge with GCC VAT background
- Fully equipped owned office premises
- Make available local representative for work coordination who can be available on clients premises if required
- Infrastructural benefits
 - Dedicated Servers – Application, Database and Firewall
 - Internet backup
 - Power backup
 - Fiber optic broadband connectivity
 - Equipped Workstations
 - Scanners / Printers / Photocopiers



Professional Fees

Resource	Fees Per Month
<p>Team Member – Post Graduate with 2 years' experience in accounts and payroll (40 hours per week)- Under supervision of Senior Staff/Chartered Accountant</p>	4500 AED per month
<p>Project Manager – Chartered Accountant/Senior Accountant with 3 years' experience (25% of time of Resources)</p>	1500 AED per month

Comparative Analysis :

One can save approx. up to 65,050 AED per year per resource by outsourcing their work.

Factor	In-House Accountant	Outsourcing	Yearly saving (Approx. Per resource)
Staff Visa Cost	Approx AED 7,000 for 2 years	Nil	3500
Monthly Fixed Expense	Min starting from AED 6,500 per month	Approx AED 4,500 per month per resources (if work for 2 resources the 1 dedicated project manager)	24,000 (2000*12) (Additionally will receive service of senior staff member as project manager with nominal cost)
Food cost	Around 250 to 500 AED per month	Not Applicable	4800
Accommodation Cost	1500 to 2000 AED per month	Not Applicable	21000
Staff Availability	Available full time in-house	Available in working hours of Indian Time (No Major difference except holiday on Sunday)	-
Staff Spacing Requirement	A desk space is required	Not Applicable	-
Annual Leaves	30 days annual leave with salary	Not Applicable	6500
Medical Leaves	15 Days Medical Leaves per year	Not Applicable	3250
Medical Insurance	At least AED 2,000 per year	Not Applicable – To be taken care by Us	2000
End of Service Benefit	One month salary for each completed year as gratuity	Not Applicable – To be taken care by outsourced firm	-
Contract terms	Minimum of 2 years contract as per UAE Labour Law	As mutually decided	Does not create any long term liability
Service Quality	A very junior level resource at this cost	Normally you get experienced Staff with Project Manager	Good Service in cost effective manner.
Expert advice on Financial Reports	Rarely you get as the economical resource is mostly junior	Normally you will get it from associates located over there	Can get benefit of local expert through our associates
Continuity	Key man risk is there if the only in-house accountant leaves the job	It is mostly perpetual, as it is responsibility of the Accounting Firm	Long term relationship

Notes :

1. Fees is excluding bank charges and VAT, if any collected by bank for transfer payment.
2. Above fees are not including any accounting or payroll software cost. Client has to arrange the same.
3. In first phase we will understand business model & detailed work scope and finalize work schedule. However during this process, if we find, either this job required any addition work resources or additional knowledge resource, we will communicate the same along with change in related fees.
4. After above phase, we will provide working schedule with input output and starting dates.
5. Invoicing shall be done on monthly basis. Invoice shall be required to be paid within 5 working days from the date of Invoice.
6. Contract will be for 1 year. However it can be terminate by giving 2 months' notice period or 2 months' pay. We can extend the same after contract period by mutual discussion.
7. Any other services will be provided after mutual discussion as and when required
8. We can deploy our representative at client premises for work coordination if required by client on addition cost decided by mutual discussion
9. In near future we are planning to have our own office at UAE.
10. Working hours will be as per Indian time zone
11. We follow holiday system as per Indian customs.

Annexure I : Scope of Services

Accounting & Financial Services

Accounting & Bookkeeping

- Bookkeeping services
- Financial statement preparation and analysis
- Preparation and mapping of chart of accounts
- Cash flow projections
- Accounts payable/cash disbursements and accounts receivable/cash receipts processing
- Budgeting and budget performance reporting
- Compilation of schedules and supporting documentation for auditors
- Designing similar process flow for group companies – for clients with a group of companies and legal entities in different geographies we can provide a unified Hub of accounting with similar chart of accounts, unified processes and management reporting by business, geography, entity to meet the needs as required

Accounts Payable Management

- Purchase Orders Processing
- Matching Purchase Orders with Invoices
- Debit Memos Processing
- Ageing Report Preparation and Processing
- Monthly Input Tax Credit Calculation
- Monthly AP Ledger Processing

Accounts Receivable Management

- Sales Orders Processing
- Sales Order to Invoice Conversion
- Matching Invoices with Customer Payments
- Monthly Open Balance Statements to Customers
- Ageing Report Preparation and Processing
- Monthly AR Ledger Reconciliation

Payroll Services

- Checking integrity and validation of the payroll data
- Payroll management and processing
- Employee leaves management
- Multi-currency salary payments
- Employee travel expense management
- Employee benefits administration
- Management and payment of employee reimbursements

Payroll Outsourcing Activities Involves

- Preparing salary transfer letters
- Calculation of bonus, overtime, performance incentives and more
- Prepare customized pay slips
- Distribute pay slips through emails
- Make available reports in upload format for different banks
- Calculate accrued leaves and gratuity position on a monthly basis
- Different types of reports such as monthly reconciliation reports and more

VAT Services

- VAT Implementation
- VAT Return filing Services
- VAT Registration Services
- VAT Advisory

Business Review Services (Future Services)

- Work as a partner for Strategic decision making process
- Helping hand for re-engineering of existing process and identify optimal utilization of available resources
- Review existing model to highlight the duplicate and unnecessary tasks
- Strengthen the internal control environment to ensure that the errors, omissions or willful deceptive actions are highlighted timely to prevent any loss to the organization
- Train and advise the team on what the changes are and lessen the anxiety caused by change
- Report preparation and analysis service through excel or other platform

About Partners

CA Parth Shah – FCA, DISA

Parth Shah is Co-founder of this firm. He has also done Certificate course on Concurrent Bank Audit, Forensic Accounting and Fraud Prevention & GST from ICAI. He has also having certificates for participating in various seminars on QuickBooks, Crystal Report, SAP etc. He is always ardent about taking up the innovative projects with new challenges and making it successful.

In Indian practice, his area of experience includes consultancy in Project Finance, Direct Taxes, Indirect Taxes, Bank Audit and Internal Audit. He heads Project Finance, Bank Audit and Internal Audit in the firm. He is head of Outsourcing business. He is managing all operation for foreign accounting.

CA Brijesh Gandhi – FCA, M.com

Mr. Brijesh R. Gandhi is founder of the firm. Along with practice he is also working as lecturer at various institutions.

He is the technical head for Taxation practice, particularly Goods and Services Tax matters. He has also experience of handling matter of Corporate Law and International Transaction. He has also have experience to make representation against various tax authorities. In the area of Direct Taxes and Service Tax, Goods & Services Tax, he engages in pre-transaction advisory and tax litigation.

CA Reena Shah – FCA, M.com

She came in to practice in December 2016. She later join the firm since May 2017. She had experience of 6 year. She is presently managing statutory compliance in the firm. She is also handling project management work for UK based clients for bookkeeping and tax compliance. She has good command over QuickBooks and Tally.

Associates

CMA Pratik Gandhi - CMA

Mr Pratik Gandhi is a qualified cost accountant from "Institute of Cost Accountants of India" He is a renowned academician and a corporate trainer. He is founder -principal of IoBM a training institute for CA and commerce education of Baroda.He has a rich experience of more than thirty years as an academician, corporate trainer and management of an educational Institute.With more than one thousand Chartered Accountants nurtured and trained under him, he will be our mentor and business development leader.

CA Shruti Gandhi – FCA, DISA

CA Shruti Pratik Gandhi is a fellow member of ICAI with more than 23 years of experience. She also holds Diploma in Systems Audit (DISA) of ICAI. She has worked with different industries in intial years and now in practice with rich experience in Accounting ,Audit, income tax, finance management and MIS.



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Chartered Accountants

CA PARTH SHAH

FCA, M.COM, DISA

☎ +91-990 464 5694

✉ parth@sgca.co.in

📍 910, Sanket Heights, Nr. Akshar Chowk,
Sunpharma Road Corner, Atladra, Vadodara - 390020

☎ +91 265 2981122

🌐 www.sgca.co.in