

Corporate Profile

BSD Infotech Pvt Ltd.
BE-373 A/2, Behind Street No. 1,
Near Swarg Asharam,
Hari Nagar , New Delhi, India
Pin Code - 110064
Phones: 91-11-45522717
Mobile - 91-9312289566 / 8588827540
E-mail: loveneesh@bsdinfotech.com

Company Overview

**BSD InfoTech founded
in the year 2005**



ISO 9001-2008 CERTIFIED

**More than 30 strong
Employées and
growing stronger**



**ISO 9001-2008
Certified**



Vision Statement:

We simply focus on our customer needs today and goals tomorrow. Our team integrates strategic, technical, and creative talent to develop the best solutions for our customer's need, with honesty, integrity & commitment for excellence. Our goal is to become a Customer Driven world-class company.

Key Differentiators

Collaborative, global,
and agile delivery model



Beyond mere
Satisfaction to levels
of brand and
customer loyalty

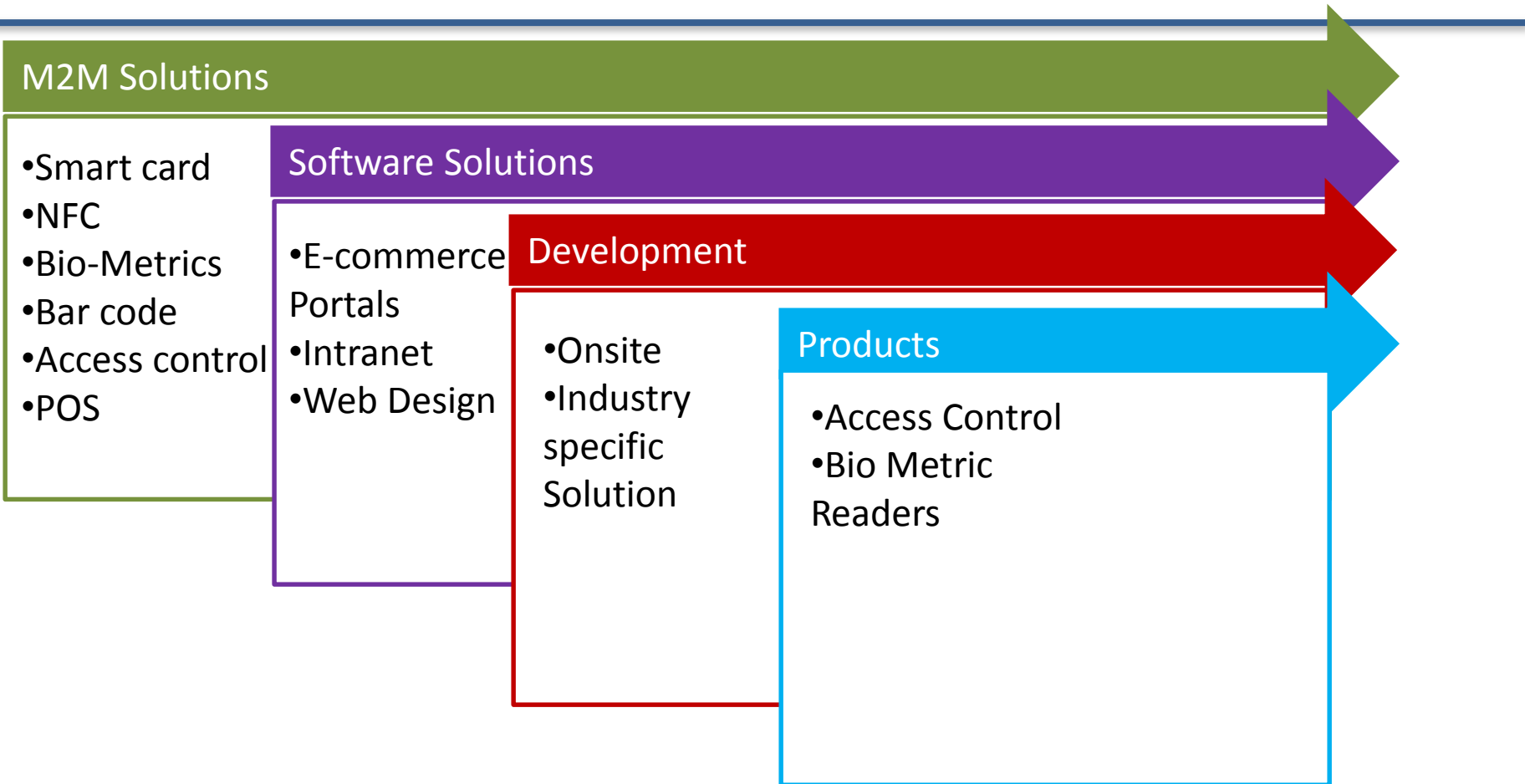


An intellectual deep
pool of talented
professionals
nurtured over years



- BSD prides itself at being able to deliver mission-critical solutions that comprehensively address customer needs and our customers continue to serve as strong references
- We deliver business value to customers through a combination of process excellence, quality framework and service delivery innovations

Services Portfolio



Our Solutions



Our Esteemed Customers

Industry leading business partnerships



References

Mr. Neeraj Bakshi

999414144

(Manager IT, ITH)

Mr. Amarendra Choubey

9811318920

(CTO, Corefield Technology Pvt. Ltd.)

Mr. Paramjeet

9996690786

(CTO, Sunstar Overseas Ltd)

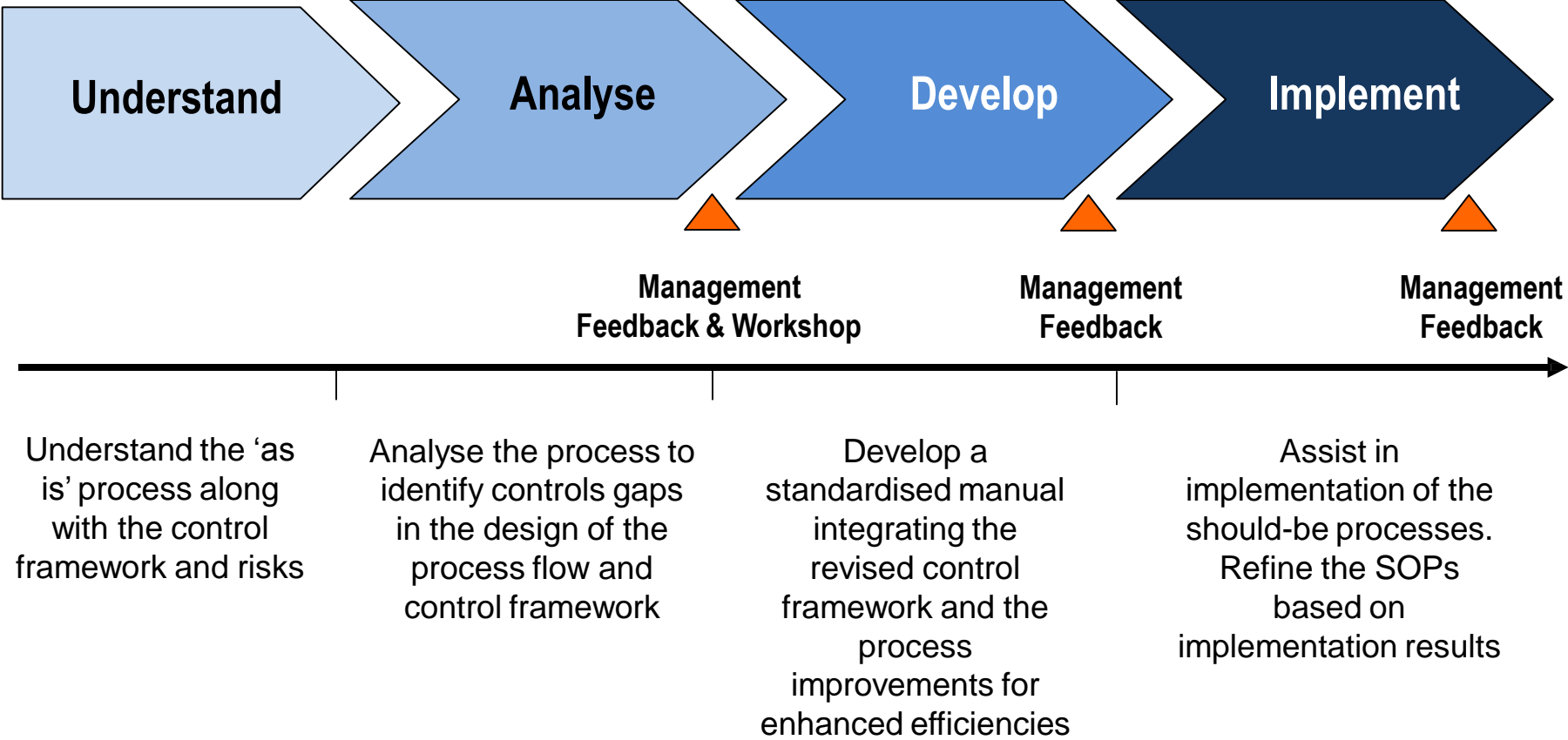
Understanding Your Expectations

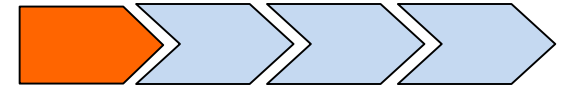
We understand that you would expect the following from us as your service provider for the current assignment:

- Considerable experience in providing **Process Improvement Services**
- **Hands-on SOPs implementation experience**
- Considerable **Industry experience**
- Extensive experience in managing **Multi-location projects**
- Ability to effectively **communicate and obtain closure with all stakeholders** on various issues on a continuous basis

In summary, you would expect us to deliver high quality of services, using high quality resources and coordination to deliver maximum possible value to you

Overall Approach

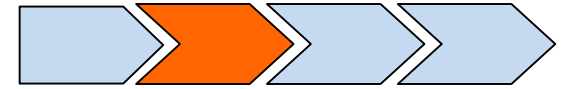




Work steps:

- Interview key operating personnel
- Review existing documented procedures and relevant documents
- Understand the existing organisation structure along with the roles and responsibilities for key personnel
- Review the software package, being used along with its modules for its process linkages and reports generated
- Understand the 'as-is' process and sub-processes along with associated:
 - Inputs/ Outputs
 - Documents generated
 - Information needs
 - Process interfaces
 - Management information
 - Controls
 - Performance measures
 - System interfaces, if any

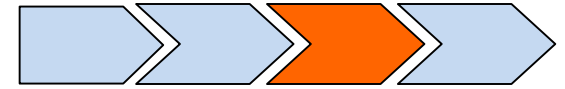




Work steps:

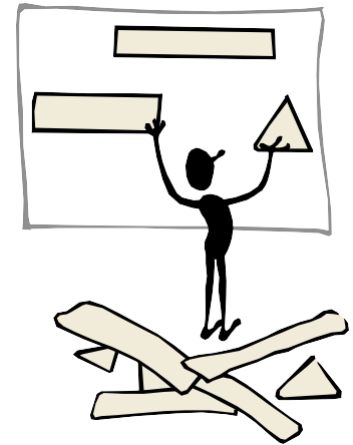
- Review the roles and responsibilities of key personnel
- For each process:
 - Identify inherent risks
 - Review control framework for risk mitigation and design effectiveness
 - Identify control gaps
 - Review process documents to identify possible improvements
- Develop possible solutions for the control gaps and consider improvements to enhance process efficiencies
- Conduct workshop with process owners, refine control and efficiency improvement opportunities and obtain buy-in





Work steps:

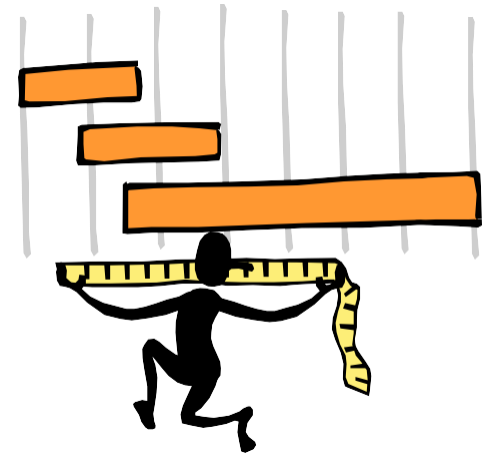
- Document revised roles and responsibilities for key positions
- Develop operating manual detailing the process parameters such as:
 - Inputs
 - Activities
 - Output
 - Imbedded controls
 - System interfaces
 - MIS
 - Key performance indicators
- Prepare process overview flowchart
- Develop key process document formats needed for capturing relevant information
- Design process checklists for control purposes
- Discuss with process owners and obtain buy-in



Phase III – Monitor Implementation & Refine

Work steps:

- Perform Process & Controls Walkthrough on Implementation
 - Check adherence to the should-be process flows
 - Check Operating Effectiveness of Newly Implemented Controls
- Compile Operating Effectiveness Gaps
 - Investigate on reasons for Non Compliances
 - Categorize between Discipline Issues & Control operational feasibility issues
- Provide Recommendations for discipline issues
- Recommend new processes for infeasible controls
- Refine / Customize SOPs wherever required



Phase –wise Deliverables

Phase II - Deliverables

- Possible improvements to:
 - Roles and responsibilities of key personnel
 - Control framework

Phase III - Deliverables:

- Authority Level Matrix
- Operating procedures manual

Phase IV - Deliverables:

- Implementation matrix
- Training/Workshop to roll-out the revised SOPs
- Quick operating effectiveness testing of controls as per the revised procedures
- Exceptions assessment and refinement of SOPs

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