



Navkar Consultancy Services - UAE

We believe in the best



Overview of NCS

NCS is an Accounting Firm providing a range of accounting and related services to the UAE Corporate and Financial Services Firms. With offices in UAE, it's a Firms committed to provide excellent and timely services to the clients with complete accountability and dedication. NCS is an initiative of Navkar Institute, a leading educational institute for Chartered Accountants and CPAs. It enjoys its high reputation due to its network of 40,000+ students and 5000+ Chartered Accountants/CPAs. It has 100,000+ square feet infrastructure embedded with all required amenities in the heart of Ahmedabad city which is considered as one of the upcoming financial hub of India.

Our Aim

Our Aim has always been to understand what is most important to the client, to help them look for ways, to create sustainable value addition and satisfaction in a truly professional environment.

Our Mission

It is our earnest endeavor to apply best business practices, quickly implement innovations, put insight into action, provide perspectives on value creation, create and develop truly congenial human resources by providing the most conducive environment.

Our Brand Promise

Value

Going beyond business and foster a long-lasting mutually beneficial relationship with the clients.

Trust

Maintaining high standards of ethics and integrity is the cornerstone at NCS. High Moral Values in all the dealings and respecting the confidentiality of the clients is the base on which the business relations are expected to be built and developed.

Clarity

NCS works with the clarity of goal that all its actions should eventually benefit the customer.

Our Core Team



Rahul Shah CA, CMA
President

Rahul is a highly successful Chartered Accountant (Rank Holder) and an illustrious Cost Accountant with a rich experience of 25 years. He has been working as CFO in numerous listed Companies in India and has worked as Finance and IT Head in Tanzania as well. His core proficiencies and expertise are in the areas of Finance, Accounts, Compliances and Taxation. Apart from these niche domains, he has experience in handling of Initial Public Offer (IPO).



Kalpesh Shah, CA, CPA, CISA
Director

Kalpesh is a Chartered Accountant & Certified Public Accountant from USA having rich experience of more than 2 decades working with various nationalities worldwide; he understands the working culture and compliance requirement of various countries he shares process & people understanding with NCS team and solves real time issues of the clients.



Maulik Patel CA
Vice President

Maulik is a Chartered Accountant from India with a Masters Degree in Commerce. He has an experience of many years in management and administration of finance and marketing departments at NCS. What makes him unique and invaluable for NCS is the amazing blend of business as well as technical skills.



Tejas Gandhi CA, CPA
Chief Operating Officer

Tejas is a Chartered Accountant and Certified Practicing Accountant (Australia); has over 12 years of diversified experience in Data Analysis, Accounting, Taxation, Management Reporting and Finance. He has highly developed analytical, technical and problem solving skills. His unique trait lies in his ability to work independently or within a team set-up with same intensity and motivation. He possesses excellent time management and incredible adaptability.



Mohit Sheth CA
Senior Operating Manager

Mohit is a Chartered Accountant from India with a Bachelor Degree in Commerce with strong accounting fundamentals. His core area of expertise is managing and handling taxation and related issues for Australian firms. He possesses a rich experience in almost all the areas needed to assist the Australian Accounting firms. He handles every aspect from book-keeping to tax planning with equal ease and efficiency.



Bijal Bodiwala CA
Operation Manager

Bijal is a Master in Commerce and Chartered Accountant having experience of more than five years in Bookkeeping and finalization. He has experience of UAE & Australian Accounts having expertise of software being used for Bookkeeping and finalization. His diversified experience will be added advantage for NCS for its overseas clients.



CA CMA Hitesh Shah Managing Director NCS

Hi friends...

Navkar Consultancy Services (NCS) is an initiative of the Navkar Group. Established in 1997, Navkar institute is one of the premier academic institutions of India involved in teaching and research in the fields of Accountancy, Finance, Taxation and related disciplines. It prepares and trains the candidates for the examinations conducted by The Institute of Chartered Accountants of India (ICAI), The Institute of Company Secretaries of India (ICSI), The Institute of Cost & Management Accountants of India (ICMAI), and Certified Practicing Accountant (CPA).

With a glorious history of almost 20 years, our institute has assisted 5000+ students to become qualified Chartered Accountants, Company Secretaries and Cost Accountants with many of them getting Ranks at all India Level. Navkar Institute boasts of coaching and training an astonishing 40,000+ students till date with around 100 highly qualified and dedicated faculty members most of whom are professionals and industry experts. The institute possesses buildings and offices 100,000+ square feet with the latest infrastructure and ultra-modern audio-video teaching aids.

Navkar Consultancy Services (NCS) has been set up to provide skilled Chartered Accountants & Book-keepers to CPA firms in UAE, USA, Australia and other countries. We are a team of high caliber professionals intending to offer a range of Bookkeeping, Taxation & Compliances, Self Managed Superannuation Fund & Other admin tasks to the clients at competitive prices. The ultimate and eventual aim is to become a ***natural extension of the clients' team*** providing them with unflinching support at every stage of their business in every possible manner. The mission is to provide complete, reliable and high-quality services to the clients ***so that they can focus on their core competencies.***

In the context of the winning combination we possess, we invite and welcome you to work with us and build a marvelous partnership which would prove highly rewarding and mutually beneficial.

I reaffirm our commitment to exceed your expectations and completely delight you with our high-class services.

Thanks for showing interest in NCS.



The NCS Advantages

Understand Client Needs - At NCS we understand our client's business needs and help them manage their business resources more efficiently.

Staffing Flexibility - Team at NCS is highly qualified in the fields of Bookkeeping, Taxation & Compliances, Self Managed Superannuation Fund & Other admin tasks assigned along with experience within the outsourcing environment. This experience gives us the ability to understand client's needs better and enables us to achieve higher client satisfaction.

Better Risk Management – NCS will allow you to share any associated risks to reduce your burden. For example - by outsourcing to NCS you reduce the risk involved in having the same task done in-house by staff that may not be as competent in that field.

Focus on core activities - Workload increases with additional non-core functions and the quality of your core activities suffers as your business grows. Outsourcing in such scenario to a third party plays an important role by allowing your key resources to focus on primary business tasks.

Cut costs and save BIG! - All the benefits listed above come with the bonus benefit of lower costs and big savings! You are getting access to quality services that are offered at a much Lower costs (You can save more than 50% costs)! Maintaining an infrastructure can be an extra burden for some businesses, which outsourcing can remove.

Give your business a competitive edge - The ultimate benefit of outsourcing is that it helps your organization gain a competitive edge in the market. Through strategic outsourcing to NCS, you are not only providing your customers with best-of breed services, but increasing your productivity while managing your in-house resources intelligently. Outsourcing can help you surpass competitors who have not yet realized the benefits of outsourcing. NCS aims to provide outsource services for small to large size enterprises. Any business with any size which has process driven tasks can use outsourcing.



Training & Infrastructure

Training

- ✓ NCS provides in-depth training covering all aspects of operations with high emphasis on the quality of work provided with value added inputs and turnaround times.
- ✓ The structured training programs, conducted periodically by in-house faculties, keep the employees abreast with the emerging trends. Their continuous evaluation helps the firm to design future training program.

Infrastructure

- ✓ The knowledge processing center is spread over 100,000 sq. ft in a prime business hub. It is a vital place equipped with all required facilities and support utilities.
- ✓ The workstations are configured as per client's requirements. The entire network is protected by enterprise wide antivirus system. The staff has restricted access to internet. There are provisions to ensure uninterrupted network and power access to the workstations.
- ✓ NCS is connected to the internet on fiber optic lines. A dedicated fiber optic ring ensures various redundancy paths to and from the ISP.
- ✓ Latest communication systems including VOIP phones, video and audio conference devices are installed for smooth interaction with our foreign clients.
- ✓ Training rooms are equipped with multimedia projection systems, net conference facilities and workstations connected to the network for online training.



Security Measures

- ✓ Employees are allowed to enter the work area exclusively through biometric verification and access card.
- ✓ Cellular phones, Bags and Personal Articles are prohibited in work area.
- ✓ The entire work area and systems are under CCTV surveillance.
- ✓ All the work facilities are guarded by security guards deployed outside the work facilities at all times.
- ✓ USB ports are disabled at workstations and do not have external drives.
- ✓ Accessing the personal email accounts is strictly forbidden.
- ✓ Use of internet is restricted to work related sites only.
- ✓ IP authentication ensures business sites of the firm are available to authorized parties.



Accounting & Bookkeeping Services

In usual competitive commercial environment, high quality accounts and consumers support can very well determine the level of success. An outsourced finance department can significantly reduce your administrative burden and finance staff costs, which are the most common reasons, organizations, choose outsourcing for business processes. This enables to improve company focus, assurance on continuity of service and increase flexibility to respond with growing business requirements.

At NCS, we offer a variety of services and each service can be customized to meet your needs and comfort level and your Organization could focus on core business, reduce operating costs and increase profitability.

Accounting and Book keeping Services comprise of :

- ✓ Day to Day Bookkeeping solution
- ✓ Online Accounting Solution
- ✓ Accounting system setup (Chart of accounts, Documentation Procedure, etc.)
- ✓ Budgeting and forecasting
- ✓ Debtors Monitoring
- ✓ Cash flow and Fund Flow Management
- ✓ Preparation of MIS reports
- ✓ Closing of Books of Accounts





Accounts Payable

When you outsource accounting and accounts payable services functions, you put those responsibilities in the hands of professionals. By reducing demands on your administrative staff, you free them up to support other areas directly related to your sales, your clients, your services, your products, and your core business. We can perform your monthly, quarterly and annual accounting and bookkeeping tasks or can supplement your current staff to lessen the drain on administrative time. We can customize a package of accounting and accounts payable outsourcing services that is priced to keep you competitive, while taking the administrative pains out of running your business.

Accounts payable services comprise of :

- ✓ Purchase order Processing
- ✓ Matching Purchase order with Purchase Invoices
- ✓ Processing of Invoices
- ✓ Invoice payment processing
- ✓ Vendor Reconciliation
- ✓ Ageing Report





VAT

NCS is accounting firm offering end-to-end solution for VAT Consultancy in UAE; NCS is a team of Chartered Accountants having wide experience in handling all types of Accounting work including Bookkeeping, Management Reports and VAT. NCS, if required, will set up processes in your organisation to ensure that VAT compliances are met with.

Our team of Chartered Accountants has experience, skills and knowledge to set up processes for VAT, regular reminders for completing compliances and proving estimates of your liability at the end of period.

Our VAT Solution includes

NCS team will understand your existing practices of preserving data and advise you how to maintain such record. NCS will prepare Standard Operating Procedure for each client to ensure that accounting is done error free.

Understanding VAT

VAT (Value Added Tax) is calculated and grouped on the value of services or goods that is created each time there is a sales or purchase transaction. The seller charges VAT on the buyer, and the government is offered the VAT by the buyer. Client needs to preserve such documents related to VAT. In all client needs to maintain all Sales, Purchases and Expenses. This select addition is called VAT Account.

Our teams at NCS VAT Consultants have expertise and experience in completing VAT accounting procedure examinations; this will ensure that clients fulfil their VAT compliance requirements according to the regulations in the UAE. Our accurate review of VAT accounting measures delivers added value by finding if there is an efficient method to control the VAT functions within your business. NCS will also ensure that the processes and controls meet VAT audit and relevant other requirements.

VAT Services comprise of :

- ✓ VAT Registration Consulting
- ✓ Transaction Advisory
- ✓ General Consulting
- ✓ VAT Compliance
- ✓ VAT Returns Preparation
- ✓ VAT Audit Services





Payroll Process & Management

NCS can provide a complete payroll management and processing services to our clients. Regardless of the size of the client, number of employees and complexities of the payroll, we can tailor our offers as per the client's need.

While some clients choose our service in order to reduce their operational cost by outsourcing their non-core activities, some clients prefer to keep payroll related information confidential from the internal employees. More importantly, there are list of administrative and legal requirements that comes along with having an employee in a company, on all of which NCS can assist clients either on advisory or execution basis.

Payroll process and Management services comprise of :

- ✓ Preparation of Offer letters
- ✓ Assistance with the setup of Wages Protection System (WPS)
- ✓ Issuance of monthly pay slips, Salary Certificates and Bank transfer letters.
- ✓ Leave management for the employees example Holidays, Absences, Paid Leaves
- ✓ Issuance of No Objection Certificates (NOC) for employees
- ✓ Assistance with application and selection of suitable Health/medical insurance
- ✓ Calculation of Statutory Gratuity payments as per the UAE Labor Law.
- ✓ Calculation of the end of service settlement as per the UAE labor law.





Database Services

NCS provides offline & online data entry work in UAE; NCS understands client requirement and sets up a team which can work on client specific requirements relating to Database which includes Data Entry, Data Analysis, Data mining and other related services. NCS can provide you better alternative solutions to ensure timely and cost effective solutions to you bulk data. Your competitive advantage and cost-effective way to increase productivity, deliver higher quality results in the business domain knowledge with technology competence and proven methodologies to combine.

DATABASE SERVICES COMPRISE OF:

- ✓ Data Entry Services
- ✓ Data Cleansing Services
- ✓ Data Processing Services
- ✓ Data Mining Services
- ✓ Data Analysis Services
- ✓ Data Report Services

DATA ENTRY SERVICES COMPRISE OF:

Online Data Entry	Offline Data Entry
PDF Data Entry	Shopping Cart Data Entry
PDF to Excel Data Entry	Handwritten Data Entry
XML Data Entry	Medical Claim/ Bill Data Entry
Survey Data Entry	Insurance Claim Data Entry
Customer Data Entry	Legal Data Entry
MS Access Data Entry	Remote Desktop Entry

Some of the industries that we cater to include:

Real Estate Industry	e-Commerce / Online Stores	Insurance Industry
Transport Industry	Finance Industry	Mortgage Industry
Manufacturing Industry	Human Resource	Medical Industry
Legal Industry	Marketing Industry	Education Industry





Contact Information



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