

Your **MOST** trusted partner

Especially for Retailers & Small Business Owners

We enable small business owners to **FOCUS** on **GROWTH**

We provide remote data processing services

Partner with us for Support in Accounting, Book keeping, Payroll, Reports, Admin Tasks, Data Analytics, Accounts Payable, Financial Modeling, Energy Audits, Websites, Social Media Posts etc.



- We specialize in providing comprehensive back office services tailored to meet the unique needs of small business owners. I have been working remotely for a large, established retailer for about 4 years now.

- We are based in India and employ 12 assistants, and would like to take on some of your tasks remotely.

- We have developed some good and simple automations using commonly available tools like Google Sheets and MS Excel, to consolidate, streamline, and simplify their processes.

- We specialize in building advanced reports for exporting data between any platform as CSV file. We give advanced analytics dashboards to get a 360 view of your business

- Data can be linked, moved, exported between POS, CSV or any platform reports, effortlessly to your accounting, payroll and bill processing platforms. This has enabled them to save valuable office resources such as time, money, software add-ins, computer equipment office space, and employee costs. They are happy to delegate their routine tasks to experienced, knowledgeable, and dedicated professionals, so they can concentrate on their core business and grow.

- We provide high-end services, saving employee costs and developing simple, integrated solutions to use products without the use of more paid subscription-based platforms.

- We also come in handy for certain processes, where Privacy of data is paramount. This is especially true for payroll and employee benefit processes. My prior experience may help you to implement related products for you and suggest optimal system.

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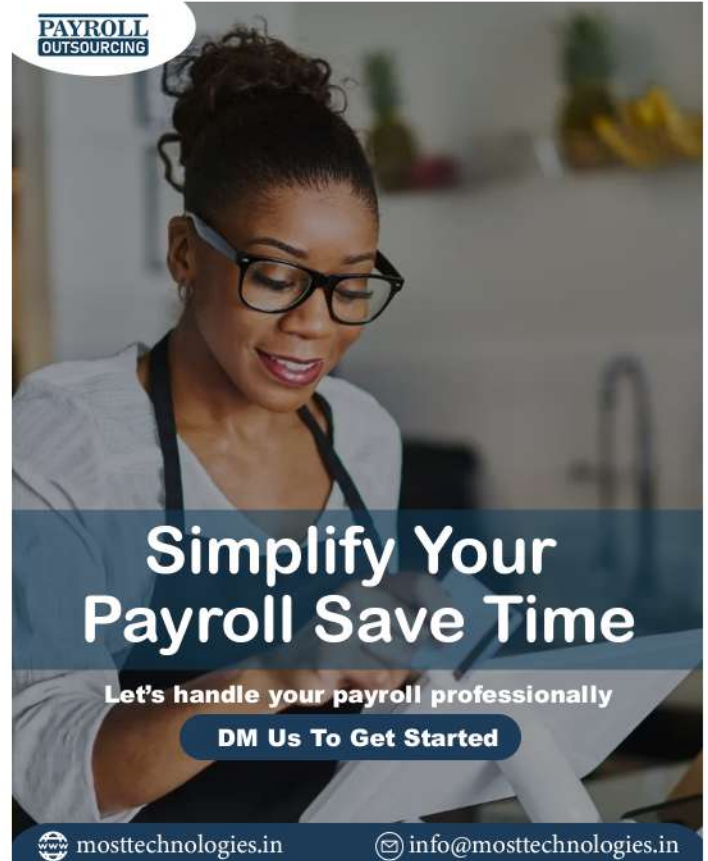
Regular Tasks	Areas
<ul style="list-style-type: none"> • Report processing POS system • Reports as CSV/Excel files • Uploads and transformations • Data entry • Data Analytics • Data based dashboards • Automations • Basic accounting • Consulting • POS reports • Chargebacks processing to dispute false claims • Maintain Store Hours changes • Any admin task 	<ul style="list-style-type: none"> • Accounts Payable • Bill verification, entry and reconciliation • Small Expense processing, entry • Bill reconciliations and payment statements • Financial Reporting • Sales Dashboards • Payroll • Employee Rosters • Spreadsheets, Databases, Reports, small Apps • Web presence • Digital Marketing, Social media posts • Any of regular and repetitive tasks

We are good with	Advantages
<ul style="list-style-type: none"> • Doing your regular tasks as per your process on your platforms • Develop high-end data analytics and partially coded automation for uploads and verifications • Light accounting support to detailed accounting as well • Advise on cost saving tools and systems 	<ul style="list-style-type: none"> • Save valuable time & resources of your employees • We help and save our clients 3X indirect costs in terms of bill discrepancies, frauds, leakages, wastages, etc • Automatically managed giving you peace of mind • Secrecy and confidentiality especially in payroll. • Cost-effective • Get peace of mind and focus on growing your business

Why Most Technologies

Before we talk about my skill sets and cost advantages, I want to highlight what MOST Technologies brings to the table as additional benefits of engaging us for remote work. Lot of people can do computer work and some advanced technical stuff, we offer a lot more:

- **Integrity and Honesty:** as Warren Buffet said, Honesty is an expensive virtue to be expected from cheap people.
- We are neither freelancers nor startups looking for a quick buck, or making money by cutting corners. In the past, I have owned and operated a fairly mid sized business and possess decently valued property assets for my comfort. This can be an assurance of us not cutting corners or doing cheap stuff or use your trusted data for any other gains.
- **Do more:** I become invested in your business, not with a mindset of an employee but with the mindset of a co-owner. I go to great lengths, to ensure increased profitability and that my clients feel they get 5X to 10X benefits of what they are paying me for
- **Advantages:** I will research and advise you to find areas of inefficiencies, wastages, frauds, leakages, unnecessary expenses.
- Many owners and managers in an organization, may tend to overlook these in your organization as they may seem to be insignificant things. However these wastages and leakages, grow over time and lead to a rot in the system besides loss of profit. An efficient system should be able to detect them and rectify them in a timely and cost effective manner. Small savings add up and grow over time by the power of compounding.
- **Find the needle in haystack:** An organization like yours is always busy in growth, and may tend to overlook some of the small things that matter. There is tons of data available which should be linked, combined, summarized and analyzed to enhance growth.



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right when you need it

Accounting

Bookkeeping

Payroll

Data Analytics

MIS Reports

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- Our semi-automated analytics & research will help you to highlight these inefficiencies, wastages, do comparison metrics between stores, do sales analytics, energy audits, etc.
- **Example of savings:** The best example of work, I did was to take the Electricity and Gas bills data for about 50 stores for last 4 years, across different Utility companies, geographies etc and combine reports of different companies. We were able to highlight some stores that were having 2-3 times the utility bills as others. We went further to show averages and comparisons per state, per geographical weather region, per Utility company etc. This alone highlighted inefficiencies to the tune of \$40k per year. We were also able to pinpoint some stores having unusually high utility consumption at night time 9 pm to 9 am.

- **Good communication skills:** Being a graduate from Texas, US and having lived there for 5 years, I am familiar with the culture, phrases and nuances of terms used in US of your work to give you comfort in communicating with me.
- **Learner:** We are curious about technology and willing to learn and adopt to your chosen platform and technologies. We are a good mix of tech people with some digital marketing skills.



**Be Different...
Be Daring...
Be The First...**

Outsource today & leave your worries behind...

We Make The **MOST** Difference.

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- **Face to Face training:** I can visit you any time in the US. I can visit you for a short duration as needed in case you feel that a face to face meeting and hands on training for a few days in your processes would be beneficial.



- **Coordination:** Delegating work overseas can be stressful for first timers, but once we are done with initial setup and training on your systems. We do our given work, regularly on time week after week, with accuracy, punctuality and without follow up.

- **Call Timings:** most suitable for us to do a Zoom call, is between 7am to 2 pm EST any day. Work is easily delegated, shared and communicated through Weekly Zoom calls, Shared on Cloud Drives, Spreadsheets and logins to payroll / accounting, portals. We are at ease with Microsoft and Google platforms.

- **Team:** I engage extra people and train them for your processes, even as backups to ensure that the work goes on smoothly even if somebody is absent or if some employee quits the job. We realize the

importance of your processes to be done timely, especially payroll. In my almost four years of engagement with other clients, made sure that daily and weekly works are always completed on time.

- **Value for Money:** The compensation paid to us may seem equivalent to US salaries at first, but keep in mind costs paid to us, buys you a lot more. This includes our costs of Salaries, Rent, utilities, Equipment, subscriptions, internet, software, training, books, courses, refreshments, spare people, employee benefits and admin expenses borne by us.




We care about your business and how people perceive it.

Contact Us Now

Take the MOST advantage for higher growth

- Delegate your repetitive tasks & chill
- Focus on your core work
- Use analytics to pinpoint wastages
- Small savings add up



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- **Advantages:** The intangible benefits may be having an additional layer outside your organization with privacy, confidentiality, no links to employees, no office politics, no cover ups for favorites and secrecy of payroll data.



Managing Organization Success Together

Your success is our mission. We manage the backend, so you can focus on growth

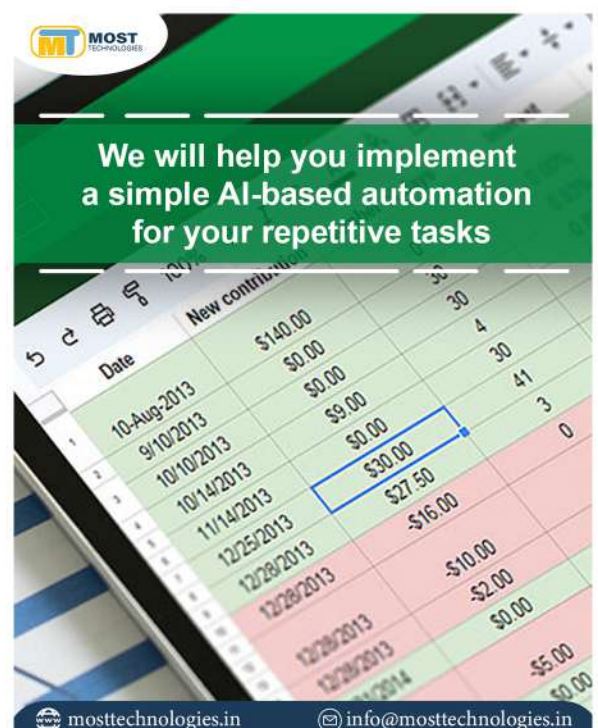
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- Other obvious advantages of outsourcing work to India are time zone benefits of doing your work while you sleep, and working on weekends and Holidays when regular US employees may not prefer to do. Our team works 6 days a week and can do Sundays as well for some urgent work.
- **Min. Contract Size:** We would be glad to be associated for any regular task above 50 hours a month.
 - We are flexible in rates as per your work type & quantity
 - Our Time sheets are shared on drive folders
- **Results:** We will bring out actionable and tangible results.

Our services will bring dual benefits to increase your top line and reduce expenses. Our advanced knowledge of Data analytics will lead you to save costs and wastages coupled with our knowledge of Web and Digital marketing to enhance sales.

● **Direct Savings done for other Retailers:**

- I have been instrumental in huge saving,
- of many times what it cost my other clients for
- Vendor bills mistakes in rates, discounts, shipping, taxes, and quantity
- Credit memos for bill discrepancies.
- Chargeback refunds & dispute resolution
- Paid outs, cash expenses mistakes & frauds detection
- Incentives, overtime, and mileage errors caught by data analytics.
- Energy audit wastages of electricity and gas
- Medical benefits
- Sales analytics to highlight leaders and laggards



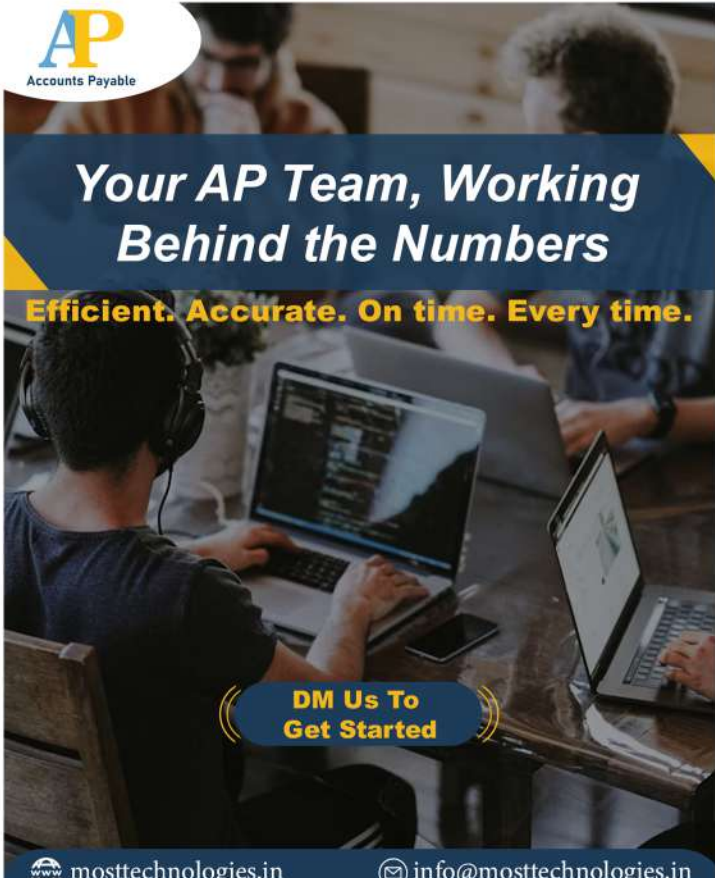

We will help you implement a simple AI-based automation for your repetitive tasks

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Services

Accounts Payable

- We offer both manual services as well as semi automated apps to do your tasks.
- Our services pay for itself as we help discover many discrepancies, resulting in direct savings, which become expensive to check in the US
- Efficient Vendor bills entry in bill.com , QuickBooks or your chosen platform of accounting
- Simple or Detailed, Manual or Semi automated, All or Random, checking and verification of vendor bills, payments.
- Discrepancy checking and recovery of amounts by emails and Credit memos
- Criteria checked includes Rates, Discounts, Taxes, Shipping, Due dates etc. from your PO
- Check Qty and damages from store reports
- **Info Dashboards**, Semi automated matching of Vendor bills to purchase orders, reorders, Store shortage receiving reports, App launcher reports etc.
- Act as an controller on top of purchase department and buyers
- Emails sending requests to vendors, buyers and team members of discrepancies observed and requests for credit memos.
- Filing of Purchase orders, reorders, bills etc. to vendor folders etc.
- Power Bi Dashboards to view linked & consolidated data easily and quickly.
- Vendor statement reconciliation
- QuickBooks uploads



Your AP Team, Working Behind the Numbers

Efficient. Accurate. On time. Every time.

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Your **MOST** required Service ready to use, right when you need it

Data Analytics



- Data analytics is our forte
- We have built advanced analytics for more than 40 clients, on more than 70 types of data
- We are familiar with building some easy-to-use and advanced excel files by use of Power Queries, Data Models and Power Pivots, slicer-based dashboards.
- Power BI professional reports
- Building data transformation and export-enabled files between Retail, POS, Bills, Payroll & Accounting Software
- Building advanced data analytics on multiple daily/weekly reports, and files
- Work with a combination of Google form, Google sheet and Excel data to build small automations.
- We are very good with Excel coding to develop any advanced data analytics by merging several downloaded files.

- Partially coded automation for file transformation, file conversion, uploads and verifications.
- Merge, Compare and Validate downloaded data files.
- Bank statements, Auto Categorizations
- Automated Reconciliations,
- Financial Modelling & Income Statements Analytics
- Cash Flow and Projections.
- Budgets, Goals, Variance
- Project cost analysis dashboards etc.
- Analytics of Sales and Expense data
- Analytics for Retail Chain wide Utility bills to save expenses
- Small Expenses Analytics and reconciliations
- Cash Deposit Verifications with Sales
- Surveys Analysis from Google forms
- Tools used: MS Excel, Power BI, Power Queries, Pivot Table, Data Models, Google Sheets, Google form



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Payroll

PAYROLL
OUTSOURCING

We handle the
PAYROLL
You handle your
GROWTH

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- We manage payroll for over 1300 employees biweekly.
- We use downloaded App launcher reports for time management system and process them using coded excel files to add and convert Miles and incentives for employees. These are uploaded to payroll platform for further processing.
- We can quickly learn and catchup with any other platforms used, and manage remotely.
- We do employee onboarding, exits etc. 401 K entry in Chase platform,
- Processing, Analytics, mass corrections for PTO or other items.
- Payroll Budgets.
- Payroll analytics for Incentives, Bonus, Miles, Benefits, Pay totals, Pay rate increases etc
- Analysis like hours per store, salaries paid per store, Sales to salaries ratio etc

- We provide detailed analysis

- Prevent duplicate payments, over payments, fraud detection etc We specialize in advanced analytics to improve accuracy, reduce leakage, and increase profitability.

Deliverables may include:

- Store-wise hours, overtime, incentives, and cost metrics
- Error checks and trend analysis
- Sales vs payroll cost comparisons
- Dashboards with slicers (State, Store, Entity, DM, etc.)
- Graphs, charts, and customized reports
- Additional analytics for payroll, sales, energy, and more
- View annualized data to see employee-wise and store-wise totals of days, hours, OT, PTO, etc.

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Accounting

- **Sales Entries:** Uploads of weekly sales entries downloaded from app launcher, converted to journal entries via software and uploaded to Quickbooks online software.
- **Sales entries:** daily uploads from ADP reports to your accounting software
- **Accounting sub-tasks:** like reconciliations, verifications etc.
- Assistance with taxes, COGS etc
- **Cash deposit:** verification systems to match App Launcher Sales Data, Google sheets data, with bank data etc
- **Financial Reporting:** Accurate and timely financial reports to support your business decisions.
- **Accounts Payable and Receivable:** Streamlined processes to ensure efficient cash flow management.
- **General Ledger Maintenance:** Detailed record-keeping to support your financial operations.
- **Tax Preparation and Compliance:** Assisting your business meets all regulatory requirements.



Admin Tasks

POS reports :	Chargebacks :	Store Hours :
<ul style="list-style-type: none"> ● We pull various required reports to rename them and place them on cloud folders. ● Then some are processed for accounting, payroll, data analytics, and other tasks such as bills and sales data 	<ul style="list-style-type: none"> ● Processing of fraudulent credit card chargebacks done by customers for Visa / MC / Amex thru their respective sites, Business Track and Client line platform. ● We successfully dispute chargebacks by customers and win them back more than 80% using a business track site to file our replies ● Credit card funded reports to validate with accounting data. 	<ul style="list-style-type: none"> ● We manage changes to store hours for various Holidays and update them on HRC and Apple Business sites. ● Register and claiming stores on Apple business maps site. ● This helps in sales and increased customer footfall on special days.

Expenses



Big Systems for Small Businesses

You don't need a big team to achieve big results.

"Our semi-automated back-office solutions make small businesses operate like large enterprises efficiently and affordably."

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Let's build your smart back-office today

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- Manage, verify, document and reconcile the cash paid outs at stores by employees
- Using a combination of Google forms, Google Sheets, Email correspondence, and Excel.
- Paid outs verification, matching, monthly reconciliations, monthly summaries, and analytics on spends.
- Detailed Energy Audit of Electricity and Gas Bills comparison of store costs resulting in savings.
- Medical Benefits processing, entry and audit. Check Bills and comparison to payroll software data.

Purchase / Vendors

- Entering purchase orders in HRC
- Vendor classification, analysis, purchase analysis,

- **Monthly reports** and display status on shared Google Sheets.
- **Cash deposit:** verifications, annual analytics, and dashboard viewers.
- **Payroll budgets:** Analytics, annual dashboard, consolidated viewers
- Communicate with stores on smaller issues
- Some Tax Audit, Validations, reconciliations as given.
- **Documentation:** Make and maintain written procedures and documentation of our work.
- **Internal Website:** / Maintain internal & employee website on Google sites for Documents, forms, procedures
- All work is done online, on platforms, systems, shared Google drives and documented. Weekly Zoom calls enable good communication.



LET'S WORK TOGETHER

Bring in your projects and let's get it done ASAP.



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Web Presence



WHAT MAKES US DIFFERENT

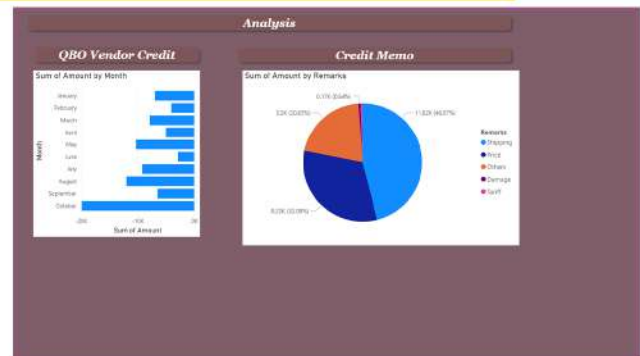
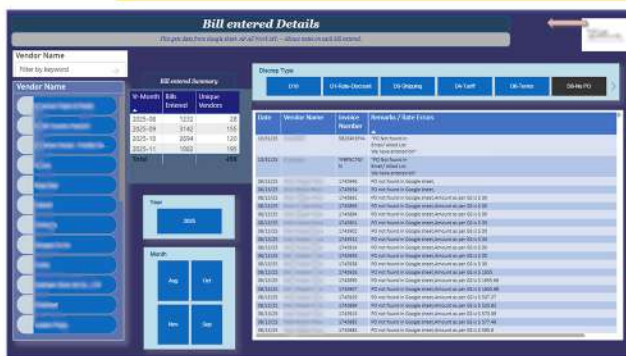
Not Just Services

Solutions That Feel Like An Extension Of Your Team

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- We have dedicated employees for Website development, maintenance, SEO, Photoshop & Posts
- Website editing tasks
- Social Media Marketing and Meta platform posts.
- Organic reach and engagement
- SEO through Google Tag Manager etc
- Google Ads- manage and refine Pay per click campaigns
- Google Analytics - Trend reporting in simple terms
- Facebook Posts
- Instagram creative and engaging posts
- Meta Suite Marketing for Facebook & Instagram

Power Bi Dashboards



Our Work in Action



Smart Solutions for Small Businesses for Savings

40+ Hours Saved Monthly

Payroll Panic?

GRATITUDE To Some Of Our Happy Clients

MEET MOST TECHNOLOGIES Simplifying Business Operations Across The Globe

What We Do

We help small & mid-size businesses with:

- Data Automation
- Payroll & Accounting
- Digital Marketing
- Remote Admin Support

WHY Outsource Accounting?

Manual Accounting Wastes Hours

Costly Mistakes Tax-time Panic

WHAT MAKES US DIFFERENT

Not Just Services

Solutions That Feel Like An Extension Of Your Team

Skip the hassle of organizing raw data let our work speak for itself!

• Data Analytics - Spreadsheets

• Accounting - Financial Management

• Employee / Payroll

• Web presence

• Revenue Assistance Services

• Other Services

Check out some examples of what we do.