



Trainee Development - Gold



# 2024 COMPANY PROFILE

---

## MR-ACCOUNTANTS

**Keep In Touch  
With Us**

+880-1841515698 

[www.mr-accountants.com](http://www.mr-accountants.com) 

Flat - E1, Mitu MR Tower,  
Address: 33/3/D, Section-7,  
Pallabi, Mirpur, Dhaka-1216 

# Table Of Contents

|              |                                         |
|--------------|-----------------------------------------|
| <b>1</b>     | <b>Message from the CEO</b>             |
| <b>2</b>     | <b>About Us</b>                         |
| <b>3</b>     | <b>Mission &amp; Vision</b>             |
| <b>4</b>     | <b>Our Expertise</b>                    |
| <b>5</b>     | <b>How our Plan Works</b>               |
| <b>6-7</b>   | <b>Step by Step Process</b>             |
| <b>9-16</b>  | <b>Our Services</b>                     |
| <b>17-20</b> | <b>Packages and Pricing</b>             |
| <b>21</b>    | <b>Join Us on the Financial Journey</b> |
| <b>22</b>    | <b>Join Us on the Financial Journey</b> |

# Message from CEO

**Mujibur Rahman**  
*Founder & CEO*



Dear Valued Partners, Clients, and Esteemed Guests,

It is with great enthusiasm and a sense of purpose that I extend a warm welcome to each of you on behalf of MR-Accountants. As the Founder & CEO, I'm honored to share our vision. In the fast-paced financial landscape, we stand committed to driving excellence. Our journey began with the idea of empowering businesses with the financial tools for growth. At MR-Accountants, we lead change, offering innovative, tailored solutions. Our client-centric approach goes beyond transactions, emphasizing clear communication, responsiveness, and a proactive mindset.

With a global clientele, we understand local intricacies, bringing depth to our services. As an entrepreneur, I'm passionate about empowering other business owners, reflected in our thought leadership and mentorship initiatives.

Thank you for considering us as your financial partner. Let's redefine financial excellence together.

# About Us

MR-Accountants is a guiding light in financial expertise, established in 2020 with a clear mission – to redefine the essence of financial services. We go beyond mere service provision, shaping ourselves as catalysts for financial success. Distinguished by excellence, we intricately craft strategies that empower businesses amidst a constantly evolving economic landscape. Our client-centric approach fosters relationships built on trust, transparency, and a united vision.

Your objectives become ours, and challenges transform into collaborative opportunities. With global reach and local expertise, we navigate the financial landscape for businesses of all sizes. As passionate entrepreneurs, fostering growth and innovation within the entrepreneurial community is our commitment. Join us on a transformative journey where financial brilliance is not just a goal; it's our steadfast commitment to you.



# Vision & Mission

## Vision

Our vision is anchored in a practical future where businesses of all sizes have the financial tools and insights they need to thrive. We see a landscape where financial empowerment is not a luxury but a fundamental component for sustained success.

## Mission

At MR-Accountants.com, our mission is straightforward – to empower businesses through practical and innovative financial solutions. We commit to providing reliable, accessible, and tailored services that directly contribute to the growth and financial stability of our clients.



# How our Plans Work

At MR-Accountants, our services cater to businesses of various sizes, providing tailored financial management plans for small businesses, startups, and larger enterprises. We adapt our services to meet the unique needs of each client, offering targeted growth support and acting as an extension of your team with our cloud-based, scalable accounting department. Our approach focuses on daily accrual accounting, ensuring real-time insights for informed decision-making and fostering continuous collaboration.



## Company's Responsibilities

# Step-by-Step Process

1

**Business Understanding (Step 1):** Initiate with a brief call to grasp your business, including products, revenue model, costs, and processes.

2

**Document Sharing (Step 2):** Set up efficient document sharing through a shared folder. Clients provide necessary documents based on a checklist, focusing on essentials like bank statements.

3

**Invoice and Bill Categorization (Step 3):** Accurately categorize transactions, match payments, and create query files. Clients review and collaborate in this process.

4

**Comprehensive Reconciliation (Step 4):** Perform thorough reconciliations for balance sheet accounts, covering bank, loan, receivables, payables, and other assets/liabilities.

5

**On-Demand Reporting (Step 5):** Generate various reports as needed, including PL, BS, CF, customer aging, revenue summaries, and profitability analyses.

6

**Tax and Audit Support (Step 6):** Support clients during tax preparation and provide assistance in audits by documenting evidence for a smoother process.

## Client's Responsibilities

# Step-by-Step Process

**Client Collaboration (Step 1):** Share business insights for financial understanding.

1

**Efficient Document Use (Step 2):** Promptly submit essential records via shared folder.

2

**Transaction Collaboration (Step 3):** Review and provide details for accurate categorization.

3

**Cooperative Reconciliation (Step 4):** Respond promptly to ensure accurate reconciliations.

4

**Custom Reporting (Step 5):** Communicate needs and review generated reports.

5

**Proactive Tax and Audit Support (Step 6):** Actively participate for smoother processes.

6



## OUR SERVICES

MR-Accountants is a team of complete professionals who aim to regularly develop and improve their skills and knowledge. We provide specialized services in Accounts and Finance outsourcing and other related services.



**REGULAR  
BOOKKEEPING**



**ACCOUNTING  
SOFTWARE  
INITIAL SETUP**



**ACCOUNTING  
SOFTWARE  
CLEANUP**



**ACCOUNTING  
SOFTWARE  
MIGRATION**



**VIRTUAL  
CFO**



**SHARED SERVICES  
ALL-IN-ONE**



**OPERATIONAL  
SUPPORT**



**FINANCIAL  
PLANNING AND  
MODELING**

## Services

# Accounting Software Implementation-1

Transform your finances with our Accounting Software Implementation services, covering Initial Set Up.

### Initial Set Up:

1. **Analysis & Gap Identification:** Assess your business needs, identify gaps, and strategize solutions.
2. **Client Training:** Hands-on sessions to familiarize your team with the software.
3. **Installation & Configuration:** Seamless setup tailored to your requirements.
4. **Usage Guidance:** Practical insights for efficient utilization.

Let us be your financial partner for a streamlined process and empowered financial management. Details on Migration services are on next page.



## Services

# Accounting Software Implementation-2

If you're transitioning from a previous accounting system, our Migration services are designed to ensure a smooth and error-free shift.

## Migration:

- **Error Analysis & Gap Identification:** Identify errors in the existing system and pinpoint gaps to enhance the migration process.
- **In-Depth Analysis:** Conduct a comprehensive analysis to understand the intricacies of your previous accounting implementation.
- **Issue Resolution:** Address and resolve any errors or challenges identified during the migration process.
- **Client Education:** Educate your team on the new system, providing insights to prevent future errors and streamline operations.



## Services

# Accounting Software Cleanup

Refine your financial landscape with our Accounting Software Cleanup service, where our experienced Accountants bring a decade of expertise to ensure precision in your records. Inaccuracies on the balance sheet can lead to transaction mismatches and misguided financial insights. Our cleanup process addresses these issues, aligning your balance sheet records with bank statements.

During cleanup, we actively resolve book discrepancies, ensuring accuracy. Beyond rectification, we guide you in building a robust accounting structure to prevent future issues. Opt for periodic cleanup sessions for informed decision-making. Choose our services for reliable records, issue resolution, and fortified financial foundations.





## Services

# Bookkeeping

Elevate your financial management with our expert bookkeeping services. Our expert Accountants, backed by over a decade of collective experience, are dedicated to streamlining your financial processes for seamless and efficient operations.



- **Financial Planning:** Tailored strategies for success.
- **System Setup:** Implementing efficient processes.
- **Data Integration:** Seamless import from platforms like Shopify.
- **Reconciliation:** Thorough bank and card reconciliation.
- **Invoice Management:** Efficient creation and oversight.
- **Accounts Maintenance:** Proactive handling of receivables and payables.
- **Comprehensive Reporting:** Real-time financial snapshots.
- **Budgeting:** Strategic planning aligned with goals.
- **Tax Management:** Expert handling of Sales Tax, VAT, and Income Tax.



## Services

# Operational Support

Our Operational Support services are designed to empower your business operations and book management. We offer a comprehensive suite of services, including transaction categorization, invoice and vendor bill matching, bank reconciliation, advance settlement, and management reporting. Our commitment extends to conducting meetings, ensuring compliance checks, handling stakeholder emails, and sharing detailed Accounts Receivable (AR) and Accounts Payable (AP) reports. With a focus on daily reporting, our operational support aims to provide a robust framework for efficient business functioning and financial management.



## Services

# Shared Services (All-In-One)

Maximize your focus on core strengths with our comprehensive Shared Service (All-in-one) for Finance and Accounting support. Our all-encompassing suite of services includes transaction categorization, invoice and vendor bill matching, bank reconciliation, advance settlement, and detailed management reporting. We go beyond the basics to provide essential support such as conducting meetings, ensuring compliance checks, handling stakeholder emails, and facilitating comprehensive sharing of Accounts Receivable (AR) and Accounts Payable (AP) reports.

Our commitment extends to daily reporting, cost analysis, monthly/quarterly forecasting, and budget variance analysis. Additionally, we deliver Key Performance Indicator (KPI) reports, offering a holistic approach to streamline your financial processes and enhance overall operational efficiency.



## Services

# Virtual CFO

Engage our Virtual CFO for expert financial insights and strategic planning. Unlike traditional services, we start by examining your business, analyzing numbers, and identifying specific gaps or issues. We provide invaluable business consultations, review financial statements, and actively analyze business performance.

Meetings and discussions go beyond daily reporting; they are collaborative sessions for addressing concerns, offering advice, and suggesting strategic solutions. As your financial partners, we guide you through challenges with a personalized and hands-on approach. Choose our Virtual CFO service for a transformative financial consultancy experience.

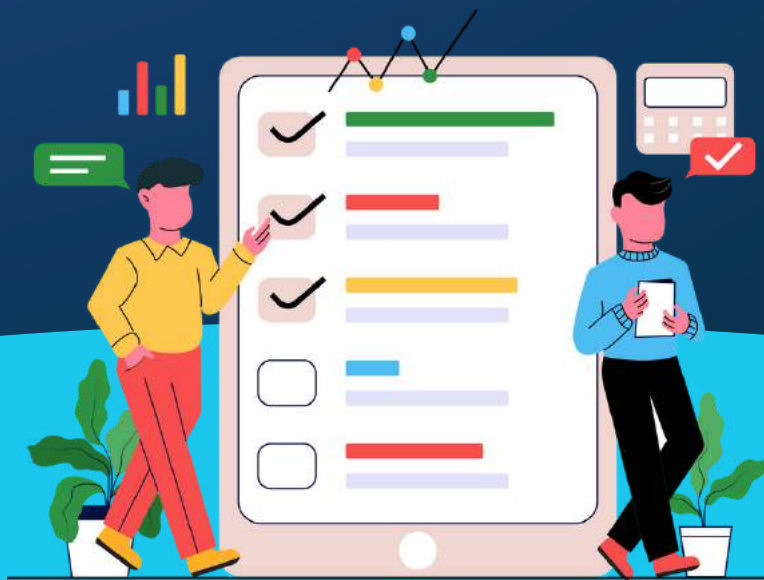


## Services

# Financial Planning and Modeling

Going beyond traditional services, we meticulously manage your supplier details, ensuring a clear understanding of when payments are due. Simultaneously, we handle customer details, ensuring timely insights into when receivables will be collected.

We prioritize the intricacies of your financial landscape. From monitoring cash flow to managing supplier and customer intricacies, we guarantee precision in payments and receipts. Our services extend to pitch preparation, where we collaborate with clients to craft compelling presentations tailored for delivery in front of investors or stakeholders. Additionally, our expertise encompasses accurate budget development, forecasting, and more.



# Pricing & Packages



Kindly note that the provided pricing is a general estimate. Actual pricing may vary depending on factors such as your specific business type, contextual requirements, and the volume of work involved.



QUALITY

SERVICE

PRICE



Custom Quote **Available**

## START OR FINE TUNE

**\*All prices listed are hourly rates\***

### Initial Set UP \$25-40

**Perfect for businesses who are planning to use cloud accounting software**

- Categorize Transactions
- Bank Statement Upload
- Invoice-Payment Matching
- Bill-Payment Matching
- Document Attachment
- Bank Reconciliation
- Asset Management
- Payroll Journal Posting
- Interest Posting
- Advance Settlement
- System-Generated Reports
- System Assessment
- Accounting Software Setup
- Account Mapping
- Bank Connectivity
- Internal Audit
- Cost Analysis
- Consultation
- Process GAP Identification & Recommendations

Custom Quote Available



### Clean Up and Catch Up \$25-40

**When you suspect any bookkeeping issues, seek expert assistance for resolution**

- Categorize Transactions
- Bank Statement Upload
- Invoice-Payment Matching
- Bill-Payment Matching
- Document Attachment
- Bank Reconciliation
- Asset Management
- Payroll Journal Posting
- Interest Posting
- Advance Settlement
- System-Generated Reports
- Account Mapping
- Bank Connectivity
- Cost Analysis
- Consultation
- Process GAP Identification & Recommendations

Custom Quote Available



### Migration \$25-40

**Moving from one system to another**

- Categorize Transactions
- Bank Statement Upload
- Invoice-Payment Matching
- Bill-Payment Matching
- Document Attachment
- Bank Reconciliation
- Asset Management
- Payroll Journal Posting
- Interest Posting
- Advance Settlement
- System-Generated Reports
- System Assessment
- Accounting Software Setup
- Account Mapping
- Bank Connectivity
- Internal Audit
- Cost Analysis
- Consultation
- Process GAP Identification & Recommendations

Custom Quote Available



## OPERATE AND SCALE

**\*All prices listed are hourly rates\***

### Bookkeeping

**\$20-30**

**Effortlessly handle your transactions with efficient bookkeeping**

- Categorize Transactions
- Bank Statement Upload
- Invoice-Payment Matching
- Bill-Payment Matching
- Document Attachment
- Bank Reconciliation
- Asset Management
- Payroll Journal Posting
- Interest Posting
- Advance Settlement
- System-Generated Reports
- Consultation
- Process GAP Identification & Recommendations

Custom Quote Available



### Operation Support

**\$20-40**

**To help you operate your business and manage books**

- Categorize Transactions
- Bank Statement Upload
- Invoice-Payment Matching
- Bill-Payment Matching
- Document Attachment
- Bank Reconciliation
- Asset Management
- Payroll Journal Posting
- Interest Posting
- Advance Settlement
- System-Generated Reports
- Email Handling
- Vendor Payments
- Operational Tasks
- AR & AP Reporting
- Advance Management
- Daily Reporting
- Consultation
- Process GAP Identification & Recommendations

Custom Quote Available



### Shared Service (All-in-one)

**\*CUSTOM PRICING**

**Achieve seamless management and focus on your core strengths**

- Categorize Transactions
- Bank Statement Upload
- Invoice-Payment Matching
- Bank Reconciliation
- Asset Management
- Payroll Journal Posting
- Interest Posting
- Advance Settlement
- System-Generated Reports
- Email Handling
- Vendor Payments
- Operational Tasks
- AR & AP Reporting
- Advance Management
- Daily Reporting
- Internal Audit
- Cost Analysis
- Cash Flow Forecasting
- Compliance Reports (GAAP/IFRS)
- KPI Reporting
- Business Consulting
- Excel Automation Tools

Custom Quote Available



## BE INSIGHTFUL

**\*All prices listed are hourly rates\***

### Financial Reporting \$50–80

**Monitor your business performance and standing through concise finance reporting**

- System-Generated Reports
- Management Report (Specific format for Board Meetings)
- GAAP or ISA/IFRS complied Reports
- Variance Analysis comparing with Budget
- Custom Report for Boards
- Custom KPI Reports

Custom Quote Available



### Virtual CFO \$50–80

**Engage a virtual CFO for expert insights into your numbers and strategic planning**

- Chart of Accounts Setup
- Internal Audit
- Cost Analysis
- Budget Preparation
- Cash Flow Forecasting
- Business Consulting
- Financial Statement Review
- Performance Analysis
- Meeting & Discussion
- Process GAP Identification & Recommendations
- Compliance Check (GAAP/IAS/IFRS)

Custom Quote Available



### Financial Modeling \$60–120

**Review your past Manage your present Shape your future**

- Budget Preparation
- Cash Flow Forecasting
- Investment Analysis
- Long-Term & Short-Term Planning
- Monthly or Quarterly Forecast
- Customized Analysis
- Pricing Development
- Excel Automation Tools
- Financial Statement Review
- Meeting & Discussion
- Process GAP Identification & Recommendations

Custom Quote Available



# FROM STRUGGLE TO SUCCESS CLIENT'S STORY



## Lumiere Education

*In 2021, Lumiere, a research-based institute, faced a transformative moment when it secured a major deal with a client. Struggling to handle the financial situation, they sought a QuickBooks expert for support. That's where we came in, providing full financial support, covering everything from bookkeeping services to seamless payment processing and detailed management reporting (Shared Service All-in-One). Over time, our collaborative efforts have led to mutual growth.*

*TutorChase, an Edutech business, faced the common challenge of financial advice, modeling support, and thereafter, daily report management and transaction reporting. Recognizing this need, we stepped in, offering comprehensive financial support ranging from bookkeeping to more sensitive tasks such as preparing financial models to support the investor pitch and helped secured the investor fund, contributing to TutorChase's overall success.*

## TutorChase



# Join Us on the **Financial Journey** at **Mr-Accountants**

Embark on a journey of financial excellence with MR-Accountants. Our commitment lies in driving financial success, offering comprehensive services from bookkeeping to strategic consulting. Innovation and tailored solutions, fueled by cutting-edge technologies, empower businesses with real-time insights. Our client-centric approach prioritizes clear communication and proactive interactions, aligning seamlessly with your vision. With global reach and local expertise, we support startups, small businesses, and multinational corporations. As passionate entrepreneurs ourselves, we contribute to the entrepreneurial community, fostering growth and positive change. Our services, beyond checklists, adapt to your needs, providing timely information daily.

We extend a heartfelt invitation to join MR-Accountants' financial journey. We're not just offering services; we're offering a partnership that transcends numbers and embraces your financial aspirations. Join us as we navigate the intricate terrain of financial success together. Your journey is our journey, and at MR-Accountants, every step forward is a step toward excellence. Welcome aboard!

