Document and Data Management Experience of Orogenic Resources (BD) Ltd.

Orogenic Resources (BD) Ltd. (ORBL) is a joint venture company with Orogenic Resources SdnBhd, Malaysia. ORBL has been registered with Bangladesh Board of Investment and Joint Stock Company as a foreign investor. The company seeks high standard of performance and aims to maintain a long term position in the respective competitive field. ORBL started its operation and activities in Bangladesh in 1999 as the pioneer in the physical data management field, aspiring to be an excellent service provider in the country. After 20 years, now Orogenic is a much more experienced, reliable and dependable Integrated Data Management service provider to the Telecom, Banking, Finance, Oil & Gas Sector, and also other Industrial Sectors in Bangladesh.

With 20 years of experiences as a data management service provider, ORBL managed many critical issues faced by its clients from time to time. Though ORBL started its business by providing physical archiving to the clients initially but as time passed by, it extended its activities to digital management of documents. Both physical and digital data management activities brought ORBL a great name in the respective fields.

Scanning/Data Entry/DMS related experiences:

1. Airtel Bangladesh

User Registration Form Management Project

ORBL worked as a business partner with Airtel Bangladesh for integrated data management services of URF since February 2011 to March 2017. During this period Orogenic managed 30 Million URF under regular and backlog projects.

Orogenic supported Airtel in transferring managed and unmanaged URF from Tejgaon warehouse to Orogenic central warehouse at Gacha, Gazipur and put them into an organized system like site indexing, scanning and archiving. Later, Orogenic provided nationwide physical vetting, scanning,

data entry and central archiving to Airtel for its URF Management Project for 4 years.

Major Activity of URF Management Project:

- Document Receiving
- Quality Check (Vetting)
- Scan and Upload
- Data Entry
- Logical and Physical Archiving (Logical Archiving info captured in ORBL own database RF Management System)
- BTRC query support

Historical Unmanaged URF Transfer and Manage for Airtel- Bangladesh

ORBL did the following activities for Airtel for this Project.

- **Scanning**
- **Quality checking**
- **Logical Archiving**

URF Volume: **8.5 Million**

Project Year: **2011**

Project Duration: **7 Months**

2. Banglalink

User Registration Form Management Project - Ongoing

ORBL has been working as a business partner with Banglalink for Integrated Document Management services of SAF since February 2017 to till date. Document receiving, vetting, scanning and archiving are major scope of the Project.

So far approximately ORBL has covered the following quantity under this service:

Name of Services	**Quantity**
SAF Scanning	Near about 1 Crore
SAF Quality Check (Vetting)	60 Lacs (Approximately)
*SAF Data Entry (Digitization)	60 Lacs (Approximately)
SAF Archiving	2 Crore plus

*Banglalink has incorporated data entry service since January 2018

Banglalink scope of this service is:

- **Receiving and Vetting**
- **Scanning**
- **Data Entry**
- **Archiving**

3. United Commercial Bank Limited (UCBL) (UCash Registration Form Management Project)

ORBL also worked with UCBL for UCash Project from 2014 for 2 years having scan capacity of 10,000 pages per day.

Scope of Service:

- SAF Receiving & Vetting
- Scanning
- Data Entry

4. United Commercial Bank Limited (UCBL) (Regular Project)

Physical/Digital Document Management & Archiving - **Ongoing**

Documents Management Services (DMS) -**On going**

Major activities of UCBL Project:

- Document Receiving
- Quality Check (Vetting)
- Scan and Upload
- Data Entry
- Logical and Physical Archiving (Logical Archiving info captured in ORBL own database RF Management System)

5. KAFCO Bangladesh

Indexing and Scan Services: **Completed**

ORBL provided indexing and scanning services to KAFCO Bangladesh which includes transfer of un-managed physical document to manage documents including digital transfer.

ORBL covered main office and factory of KAFCO at Anowara, Chittagong.

6. BRAC Bank

Data Entry Project

Form type: **Corporate form, client opening form**

Activities:

Data Entry

Quality check

Volume: **150,000 Pages**

Project Year: **2012-2013**

Scanning Project

Volume: **6 Million Pages**

Project Year: **2005-2008**

7. The City Bank

Activity: Providing service for data entry operation from credit card operation to implement consumer score-card engine.

Total No. of Credit Card Applications: **12.000**

Implementation period: **February 2019-July 2019**

8. Ispahani Islamia Eye Institute and Hospital

Name of activity: **Scanning and Indexing**

Project Period: **December 2018-2020 (Due to COVID-19 the Project could not be run smoothly, at the moment it is postponed. It is expected that the activities will be resumed soon.)**

Volume of work: **Approximately 1 Million pages have been scanned and indexed so far.**

9. NAGAD

Name of the Project: **Document Management**
Project period**: September 2018-September 2021**
Name of activity:

- **KYC collection , receiving and acknowledgement**
- **KYC QC**
- **Verify NID and EC portal**

- **Data entry**
- **Scanning**
- **Packaging with Top Sheet and reporting**
- **KYC archiving**

Volume of work: **Approximately 6 Million pages have been scanned and indexed so far.**

Others Document Managemet Services

Standard Chartered Bank (SCB)

Physical Document Management & Archiving - **Ongoing**

Documents Management Services (DMS) -**Completed**

SCB used to keep storage of their documents in a disorganized manner in Narayanganj and Motijheel. Orogenic supported SCB in transferring their unmanaged documents from Narayngonj & Motijheel to the central Orogenic warehouse at Gacha, Gazipur in 2001-2002 and helped them in organizing their documents through re-boxing, indexing, archiving. ORBL successfully configured and customized DocuWare application as Document Management System supported by Pericom Imaging, Malaysia for Standard Chartered Bank, Bangladesh. The setup includes digital data archiving for various documents covering Customer Account Opening for different products, loan products and other internal documents related to Bank operations. The application 'DocuWare' is functioning well and users are using the application without any major issues.

ORBL has also provided **Scanning and Data Entry** services to Cairn Energy PLC, Santos Bangladesh , Grameen Phone, Robi .

Activity-wise Client list of Orogenic Resources (BD) Ltd.

	No.	Name of the Client	Project Type	Status
Bank	01	Standard Chartered Bank Limited	DMS and physical archiving	Ongoing (DMS Completed)
	02	United Commercial Bank Limited	DMS and physical archiving	Ongoing
	03	Citibank N.A	Physical archiving	Ongoing
	04	Dutch-Bangla Bank Limited	Physical archiving	Ongoing
	05	BRAC Bank Limited	Physical archiving	Ongoing
	06	The City Bank Limited	Data entry	**Completed**
Financial Institution	07	IDLC Finance Limited	Physical archiving	Ongoing
	08	IPDC Finance Limited	Physical archiving	Ongoing
	09	United Finance Limited	Physical archiving	Ongoing
Multinational company	10	BigW Bangladesh	Physical archiving	Ongoing
	11	Chevron Bangladesh Limited	Physical archiving	Ongoing
	12	LR Global Bangladesh Limited	Physical archiving	Ongoing
	13	Halliburton international GMBH	Physical archiving	Ongoing
	14	EDOTCO Bangladesh Company Limited	Physical archiving	Ongoing
	15	LM Ericsson BD Limited	Physical archiving	Ongoing
	16	H&M	Physical archiving	Ongoing
	17	Unilever Bangladesh	Physical archiving	Ongoing
	18	Gulf Air	Physical archiving	Ongoing
	19	Nokia Solutions and Networks BD Ltd.	Physical archiving	Ongoing
	20	Australian High Commission	Physical archiving	**Completed**
	21	Banglalink Digital Communications Ltd.	Scanning & data entry	Ongoing

	No.	Name of the Client	Project Type	Status
Telecom	22	Airtel Bangladesh Limited	Scanning ,data entry & physical archiving	**Completed**
	23	Grameenphone	Scanning & data entry	**Completed**
Insurance	24	Guardian Life Insurance Limited.	Physical archiving	Ongoing
Others	24	Karnaphuli Fertilizer Company Limited	Scanning	**Completed**
	25	Nagad	Scanning ,data entry & physical archiving	Ongoing

***NOTE**= This is to be noted that regular scanning service is provided to the valued clients as per their requirements.