



First4Freelancers OPC

COMPANY PROFILE

Providing IT Enable Services Since 2023

"Accounting Services"

"Pay Roll Services" "Software Services"

"System Analysis Design"

"Data Enable Services"

"Web Services"

"Games Development"

***"VOIP Service (Voice Over Internet
Protocol)"***

Executive Summary

Since 2023 **First4Freelancers OPC** is providing various IT services to the public and private sector serving both the domestic and international markets.

Our goal is to exceed the expectations of our clients by offering outstanding customer service, increased flexibility, and greater value, thus optimizing system functionality and improving operation efficiency. Our associates are distinguished by their functional and technical expertise combined with their hands-on experience, thereby ensuring that our clients receive the most effective and professional service.

In all aspects of our work we follow international best practices and standards not only for product development but also in the area of customer management, capacity building, maintenance support, and documentation.

Our extensive skill covers all aspects of implementation including business requirement definitions, development of functional specifications for client approval, system design, and quality assurance and testing to customize software to fit specific client needs. Typically, we are on-site at the client location handling and providing functional and technical training and support, and resolving issues that arise when the client initiates software usage in a live setting.

Our success is determined how our clients can directly benefit and can leverage our solutions to maximize efficiency, productivity and profitability.

Introduction

First4Freelancers OPC was formed by industry professionals with worldwide experience in Information Technology offering solutions in the following areas:

Core Areas:

- Accounting Services
- Software Services
- Data Enable Services
- Pay Roll Services
- System Analysis Design

Other Areas:

- Web Services
- VOIP Service (Voice Over Internet Protocol)
- Infrastructure Development
- Games Development
- Technical and Business Documentation
- Other Technological Support

Our Goal

Our main focus and goal is to make organizations in the private and public sector more productive, efficient and profitable by leveraging technology and processes.

Experience & Qualification

First4Freelancers OPC follows international best practices, not only for coding but also in the area of customer management, documentation and project management making sure time, schedule and deliverables are met. **First4Freelancers OPC** is strong Quality Assurance and Testing process and methodology, where each and every area of a system is thoroughly tested before it is delivered to our clients.

Experience & Qualification to Implement Projects

Experience in Software Development & Implementation	Providing IT Enable Services Since 2023; 03 Years
Completed Projects	30+
Type of Solutions	Accounting Solution, Payroll Services, Software Services, Development and implementation of Web Application, Database and Mobile Applications, web services, web portal using the latest

Experience working with Multi-National Companies: (OAKWOOD 24, Accolade, AD2000, All Time Security, (ASM) Advance Security Management, Blink Security, Beard Surgeon, BMC, Bridge, Care homes, Willett Lodge Care Home, Cronos Protection Ltd., CLV Security Services, Galaxon Ltd., Tedford Security, D&I Recruitment, Staff Solutions.

Outsourcing Experience U.S.A & UK

Maintenance and Support	Providing medium to long-term software support to multiple projects in the private sectors. Support ranges are from 6 months to 2 years.
Technical Assistance	Provided long term technical assistance and Monitoring & Evaluation services to multiple projects.
Software Quality Assurance & Quality Control	In-house team of experienced QA Engineers and Testers to assure high quality software applications. (Test Case, Automation, Bug Tracking Tools)
Process, Procedure and Documentation followed	Software Requirement Specification (SRS), SDLC-Agile, 3 layered/MVC Architecture, Database Normalization.
Customer Service	Customer Support System (CSS) that provides support to customers to resolve issues and problems to minimize downtime and seamless operation.

First4Freelancers OPC Client List:

Multinational Companies:

- ✓ OAKWOOD 24,
- ✓ Accolade,
- ✓ All Time Security,
- ✓ Blink Security,
- ✓ Beard Surgeon,
- ✓ BMC,
- ✓ Bridge,
- ✓ Care homes,
- ✓ Willett Lodge Care Home,
- ✓ (ASM) Advance Security Management,
 - ✓ Blink Security,
- ✓ Cronos Protection Ltd.,
- ✓ CLV Security Services,
 - ✓ Galaxon Ltd.,
- ✓ Tedford Security,
- ✓ D&I Recruitment,
- ✓ Staff Solutions.

List of HR:

01) Rabeya Basri Toma

Designation: Manager, HR

Cont. No: 01326713018

02) Khandakar Sayhan

Designation: Training Manager, HR

Cont. No: 01703670351

Services & Solutions:

Accounting Services:

We provide a comprehensive range of **accounting and financial management services** to help businesses maintain accurate and transparent financial records. Our services include-

- **Bank statement analysis**
- **Bank reconciliation**
- **Data analysis**
- **Tax calculation**
- **Invoice preparation**
- **Payroll management**
- **Book Keeping**
- **Accounts receivable and payable maintenance**
- **Trial balance preparation and**
- **Financial statement preparation.**

among many others. We are committed to delivering reliable, efficient, and timely accounting solutions that support informed decision-making and business growth.

System and Software Development



We specialize in the development of custom software applications and offshore software outsourcing services. **First4Freelancers OPC** provides custom programming, database design, client- server and internet/intranet solutions. **First4Freelancers OPC** follows all international standards, guideline and procedure throughout the full spectrum of SDLC. At every stage of the development process, from conceptual design to product release, the highest quality standards are maintained, and have implemented strict guidelines.

Some of our development process and methodologies are

- Coding Standards
- Requirement Analysis and Management
- Risk Assessment and Analysis
- Test Case/Test Plan Development
- Defect Management Process
- Test Case Review and Inspection
- Configuration Management
- Software Testing and Testing Methodology
- System Design
- Code Review and Inspection

Software Quality Assurance & Testing

First4Freelancers OPC offers offshore standalone software testing services. Our dedicated team of skilled software testers provides a full range of quality assurance and testing services.

Our Testing Services Includes

- Software Functional, System
- Regression Testing
- Test Case Development
- Platform and Configuration Testing
- User Acceptance
- Software Performance Testing
- Documentation and Manual Review
- Automation

Independent Validation & Verification (IV & V)

First4Freelancers OPC provide third party system validation and certification that ensures that a SYSTEM with all its components and modules work correctly per requirement and management expectation. Independent verification and validation answers two basic questions: Are you building the system right? And are you building the right system?

Services Include:

- Client and System Expectation Mapping
- Requirement to Test Case Mapping
- Requirements Tracing
- Quality Review
- Test Case and Design Review
- User Acceptance Testing
- Usability Testing
- Performance & Stress Testing

Monitoring & Evaluation and Support (M & E)

First4Freelancers OPC provides long-term support services to implement sustain and monitor projects.

Services Include:

- Implementing Agencies Support
- Data Management & Quality Control
- Reporting
- Appraisal, Evaluate & Performance Monitoring
- Capacity Building, Training & Knowledge Transfer
- ICT Maintenance Support

First4Freelancers OPC Technology & Expertise



MS Visio



Quick Book



MS Project

Project Management



Microsoft Office

Documentation &
Presentation



Business
Intelligence



<http://www...>

Web Based Software



Windows Based Software



Mobile Based Application



Android

Platform



Microsoft
ASP.NET



Scripting Language



Programming Language



Client Side Scripting



Style Sheet



Web Design



WordPress



CMS & Framework



(SQL Server 2000, 2005, 2008)

ORACLE



Entity Framework

Advanced database work

: Partitioning, Compression, Indexing

Coding Standard

: Object Oriented Programming; 3 Layered Architecture; MVC

Graphical Chart

: High chart, High Stock, amchart, mschart, Report Viewer, EXT JS, Fusion Charts

Types of Application

: Web Application, Web Services, Web Portal, Windows Based Application, Mobile Based Application, Bulk SMS, WCF



Company Profile at a Glance

Full Legal Name **First4Freelancers OPC**

Legal Status Private Limited

Certificate of Incorporation Number C-190119/2023

Year of Incorporation 2023

TIN Number 743541588049

VAT Registration Number 006087838-0402

BASIS Membership No.

Contact Person **Saidur Rahman**

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Contact



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[First4freelancers.com.bd](http://first4freelancers.com.bd) for General Information



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