

theBPO. FIRM PROFILE

October 2024



the BPO. Resources at work

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1. Why theBPO.



Our Service Offerings

Accounting & Reporting

- Bookkeeping
- Reporting
- IFRS implementation and advisory
- Payables management
- Fund administration and compliance
- Audit support
- Fixed asset and inventory management

Advisory

- Risk
- Transaction & valuation
- Information technology

Tax and Compliance

- Direct taxation
- Indirect taxation
- Tax advisory
- Statutory compliance
- Corporate compliance
- Risk & compliance

You are an important potential firm for theBPO. and we are delighted with this opportunity to demonstrate how we can work with you as your consultants. Your proposed service team is committed and enthusiastic and have a wealth of experience in service delivery. Our unique work structure means we are best place to deliver a consistently high level of service across all your organization and bring strong sector credentials. As we have proved in our services to our esteemed clients, we will always exceed your expectations and will also bring innovative ideas and real value through our work.

Our consultants act as an extension of your team to help your organization become a high-performance business entity. We are your trusted advisor, your advocate, your strategy developer – partnering with you to solve your key business challenges.



Service Line – Accounting & Reporting

BOOKKEEPING

- Back Office Accounting Support
- Monthly Closing of Books
- Reconciliation Process
- Resource Secondment
- Payroll Processing and Administration
- Client Billing Management
- Project Accounting

REPORTING

- Periodic Board and Management Reporting
- Preparation and Review of Financial Statements
- Consolidation and Group Reporting
- Data Visualization, Analysis and Reporting
- Supporting Management in External and Internal Audit
- Financial Planning and Analysis
- Budgeting and Forecasting

IFRS IMPLEMENTATION AND ADVISORY

- IFRS Review
- IFRS Conversion and Implementation
- IFRS Training



PAYABLE MANAGEMENT

- Vendor Management
- Invoice Processing
- Vendor Ledger Maintenance
- Vendor Reconciliation
- Collaborating with Vendors and Addressing Inquiries
- Payment Scheduling

FUND ADMINISTRATION AND COMPLIANCE

- Monthly Closing of Books
- Employees Loan Management
- Human Resource Management (HRM)
- Investment Management
- Statutory Compliances, Tax Filings and Submissions

AUDIT SUPPORT

- External Audit Back Office
- Secondment and Temporary Support
- Back Office Administrative Support
- Internal Audit Back Office Support

FIXED ASSET AND INVENTORY MANAGEMENT

- Verification and Tagging
 - System Administration and Record Management
 - Reconciliation and Reporting
 - Warehousing and Facility Compliance
-

Service Line – Advisory

RISK

- Internal Audit
- Internal Control Assessment and GAP Analysis
- Organization Risk Assessment and Compliance
- Business Process Reengineering
- Development of Risk Matrix, Accounting and Control Manuals
- Human Resource Strategy and Advisory

TRANSACTION & VALUATION

- Purchase Price Allocation
- Cash Flow Modeling and Economic Scenario Development
- Goodwill and Intangible Asset Valuation and Impairment
- Fair Value and Going Concern Assessments
- Opinions and Advice on Business
- Combination Accounting and Tax issues
- Due Diligences - Commercial, Financial, Operational and Regulatory
- Business Valuations
- Corporate Finance Advisory

INFORMATION TECHNOLOGY

- IT Audit
- Application Pre/Post implementation Review
- Development of IT Policies and Proceedings
- SAP and Oracle Fusion Implementation and Support Services
- Development of Business Continuity and Disaster Recovery Plan
- Network Setup and Management
- Vulnerability and Penetration Testing of IT Structure
- Hardware and Software Support
- Cyber Security Program and Maturity Assessment
- Managed Services and IT Help desk
- Performance Monitoring
- User Support and Training
- Updates and Maintenance

Service Lines - Tax And Compliance

DIRECT TAXATION

- Applicability and Registration
- Periodic Compliances
- Operational Advisory
- Tax Audit and Appeals

INDIRECT TAXATION

- Applicability and Registration
- Periodic Compliances
- Operational Advisory
- Tax Audit and Appeals

TAX ADVISORY

- Impact and Value Assessment
- Tax Optimization Strategy
- Tax Advisory
- Tax Trainings
- Family Business Advisory

STATUTORY COMPLIANCE

- Filings and Submissions
- Coordination and Liaison with Government Authorities
- Trainings

CORPORATE COMPLIANCE

- Secretarial Function
- Company Formation and Registration Services
- Advisory

RISK AND COMPLIANCE

- Development of Policies and Procedures Manuals
- Authority and Control Matrix
- Development of Compliance Framework
- Risk Evaluation and Assessment



How We Help Our Clients



Our Offices

PAKISTAN

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Our Client Base

We are currently delivering & have provided various services to clients in the following sectors:

Accounting & Reporting

- Automotive
- Artificial Intelligence
- Aviation
- Construction
- Education
- Energy and power
- Food, beverages and allied
- Healthcare
- Oil and gas
- Pharmaceuticals and chemicals
- Transport – airlines and shipping

Advisory

- Agriculture
- Construction
- Distribution and marketing
- Institutions, clubs and associations
- Logistics
- Power and utilities
- Publishing and media
- Sugar
- Technology
- Textile and garments

Taxation

- Automotive
- E-Commerce
- Distribution and Logistics
- Hospitality
- Oil & Gas
- Pharmaceutical
- Textile and Garments
- Technology

Compliance

- Construction
- Food, beverages and allied
- Health care and hospitals
- Mining
- Ports & Terminals
- Power and utilities
- Textile and garments
- Technology

2. Our Approach



Service Delivery Protocols

At theBPO we have a comprehensive service delivery protocols designed to address routine operational issues, ensure seamless service delivery and mitigate any adverse impacts that could disrupt client services.

Some of the broad protocols are submitted below:

- Each client has an assigned partner and under that partner each engagement has an executive assigned who acts as a focal point and knowledge hub. This mitigates the disruption risk if a transactional level resource leaves or is unavailable for a specified period.
- theBPO. has established two additional sites, one cold site and one hot site. The facilities can accommodate 60% of our resources within 1 -2 hours of any major disruption.
- All data and sharing of information is cloud based. This allows our team to real-time access information and at the same time provides adequate data security for our clients.
- As a service organization, we understand that resource flexibility and scalability are critical operational factor for our clients, accordingly, we maintain a reasonable level of bench strength to allow clients to manage their workload smoothly.
- To ensure smooth and seamless service delivery, as a standard protocol we prepare client notes and engagement notes to allow our resources to make references where needed, to allow our clients to modify notes to keep them as per the expectations and facilitate transition process when required.
- Our teams operate around the clock, allowing our clients flexibility in terms of engaging certain resources in off hours or in hybrid timings. This adds value to our client's delivery and working methodology.
- Our firm has a robust monitoring system to address any lapses or missing any key deadlines. Our executives maintains shared files with the clients so that all key timelines and deliveries are identifies and managed in a centralized file. For this purpose, several different platforms are used depending upon the requirement and client preference.



Project Management



STRATEGIZE

To develop an overall plan based on project requirement, identify key stakeholders and tasks and establishing deliveries



PLAN

Devise a detailed, time specific action plan with clear objectives, assignment of responsibilities and task description



EXECUTE

Implement the plan developed with continuous coordination and communication with the responsible parties and periodic reporting to all stakeholders



IMPLEMENT

Ensure the project objectives are being achieved, task are being performed as per schedule and highlighting any red flags or deviation on a timely manner



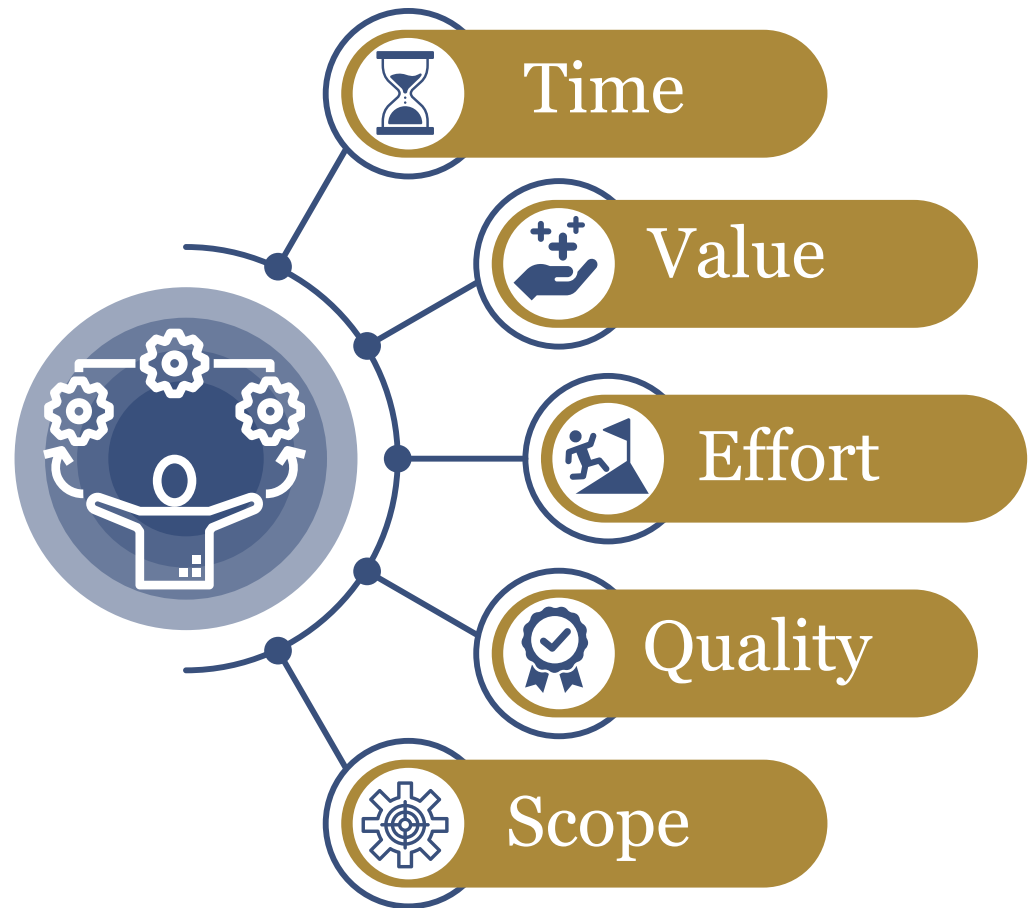
SUPPORT

Liaison, communicate and coordinate to ensure effective resolution of all issues, challenges and unexpected disruptions. Providing assistance to all concerned for the timely achievement of the project objectives



Project Management – Key Elements

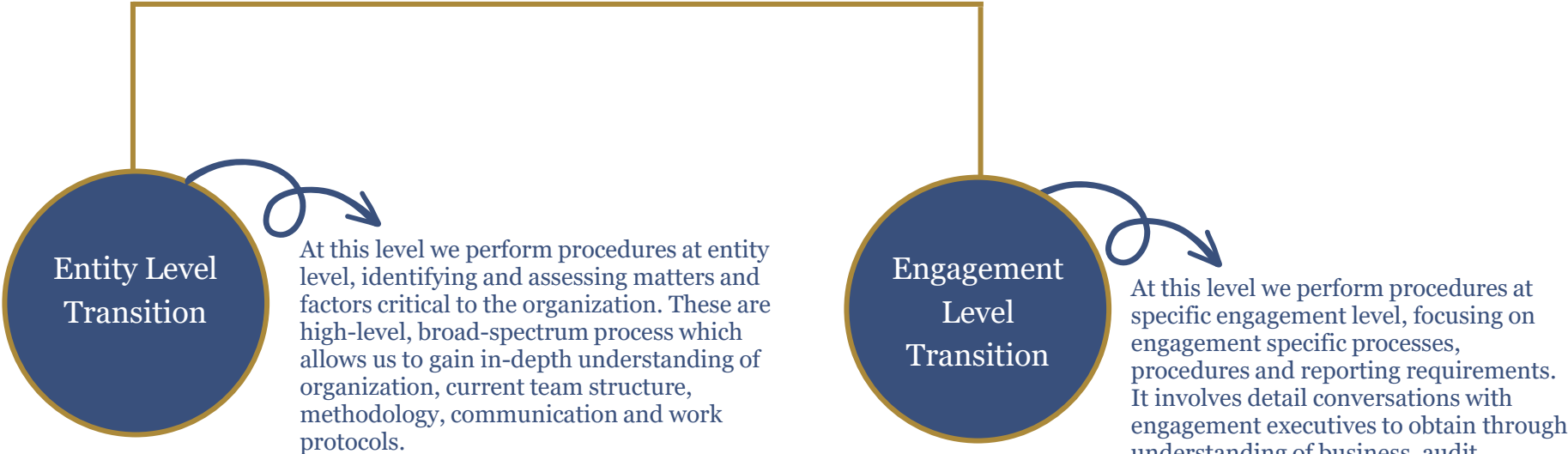
Key Elements of Project Management



Stages of Transition

At theBPO, we have a comprehensive model for transitioning engagements ranging from small to large size assignments. Our transition approach focuses on covering all the aspects of the new engagement, allowing us as the client to achieve a seamless change without any measure disruptions

Following are the two (2) distinctives stages of Transition of our model:



3. IT Protocols & Data Security



IT Controls and Protocols

Grant Thornton has issued an audit report in accordance with International Standard on Assurance Engagements 3402, Assurance Reports on Controls at a Service Organization issued by the International Auditing and Assurance Standards Board. This report certifies BPO's Internal Control System with respect to design, operation and effectiveness.

theBPO follows following IT Security protocols.

Manage Access

Logical Access Controls, segregation of duties as well as physical access controls. BPO have a robust biometric access system across its physical locations.

Manage Change

Application change management process relating Systems, patches, interface changes and it's supporting infrastructure.

Manage IT Operations

Backup and recovery procedures, IT help desk and IT incident management process.

Backup and Recovery Management

Data supporting financial information is properly backed-up on Microsoft cloud server (One Drive) and also on secondary server such the data can be accurately and completely recovered if there is a system outage or data integrity issue.



Data Security

Following are certain protocols for data security that are being followed



Network

Internet Protocol Security (IPsec) site-to-site Virtual Private Network (VPN) has been established for enabling data transmission between theBPO. and clients.



Firewalls

Firewalls are established and rules are enforced on the firewalls to regulate communication through them.



IPS & IDS

theBPO. implements an Intrusion Prevention & Detection System (IPS & IDS) on its network, backed by 24x7 monitoring teams who promptly respond to alerts for any malicious activity.



Access Control

All portable storage drives are disabled and for any new update/download the system requires system administrator access.



Anti-Virus

theBPO. has implemented Trend Micro anti-virus software to prevent infection of theBPO. Network/infrastructure from malicious software and programs.



Cloud based Data Storage

theBPO use Microsoft Office 365 along with OneDrive for email communications and data storage.

4. Our Team



Our Team

We consider you to be an important client and hence we are prompted to offer excellence in client service. In structuring our team, we have allowed for natural progression and interaction of team members.

Our team includes a diversified range of professionals including Chartered Accountants, Certified Public Accountants and MBAs amongst others. Our team does not only have the right skills but combined with the right experience we as a team are able to provide our clients the right solution tailored for their needs.

Our value proposition to the client is simple:

- A commitment to provide the client with the right team of people with the right blend of commercial and technical experience;
- A commitment to deliver a tailored service and practical solutions relevant to the client;
- A commitment to 'keep it simple' through dynamic, relevant and proactive continuous communication; and
- A commitment to developing and maintaining collaborative relationships to appropriately assess your expectations and organizational needs.

Our team has been selected based on the specific requirements of the assignment.

All members of the core team have extensive specialist experience. Our Team's blend of experience covers audit, assurance, fixed assets assignments, financial reporting, and internal control assessment related engagement.



Our Overall Client Serving Team Strength

Designation Wise	
Description	No. of Staff Members
Partners	4
Directors	8
Senior Managers	15
Managers	22
Assistant Managers	30
Finance Analysts	55
Finance Executives	33
Accountants	28
Total	195

Qualification Wise	
Description	No. of Staff Members
Chartered Accountants	18
MBAs/MPAs/CFEs	29
ACMAs / CIMAs / ACCAs	61
IT professionals	12
Tax/Corporate Law professionals	16
Graduates	45
Others	14
Total	195



Our Key Personnel Profiles



Mohsin Iqbal Motiwala
Global CEO & Managing Partner
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Background

Mohsin is a **Managing Partner**, and he is currently leading our Accounting, Financial Advisory and Transaction Advisory Services in Pakistan and across our International Offices. He is also leading our Information Technology and related service offerings.

He is a **Certified Public Accountant** from the **State Board of California**, **Fellow Member** of **The Institute of Chartered Accountants of Pakistan (ICAP)** and **Fellow Member** of the **Association of Certified Chartered Accountants (ACCA)**.

Skills

- ▶ Audit and accounting, IFRSs implementation
- ▶ Governance, internal controls and corporate structures
- ▶ Valuation, financial modeling and advisory support
- ▶ Purchase price allocation
- ▶ IFRS trainings
- ▶ Experience of dealing with external auditors and regulators
- ▶ IS / IT audits
- ▶ ERP advisory services

Professional Experience

Mohsin has over **18 years** of extensive experience, working with **Ernst and Young** for more than **15 years** across multiple offices, including **Houston, Doha** and **Karachi**. He has worked in audit and assurance department serving various industries including consumer goods, construction, industrial manufacturing, logistics, media, oil & gas, pharmaceuticals, real estate and other commercial organizations.

In addition to audit and assurance services, he has experience of financial advisory, internal control, business process reviews, financial due diligence, valuations, business combinations and information technology related services.

He has led various projects locally and internationally having served in diversified sectors.



Our Key Personnel Profiles



Muhammad Mujtaba Ahsan
Partner – Tax, Compliance & Risk
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Background

Mujtaba is a Partner in theBPO. and is a **Fellow Member** of the **Institute of Chartered Accountants of Pakistan (ICAP)**. He has been associated with the firm since 2014. He has vast experience of internal and external auditing, direct/indirect taxation, corporate compliance, and advisory. He has a broad range of experience having dealt with a variety of different sized organizations from small family business to multinational companies and high net worth individuals.

He took pride in working with organizations that set industries standard in their operating domain.

Skills

- ▶ Has an in-depth knowledge of International Financial Reporting Standards (IFRSs) and various corporate laws of Pakistan
- ▶ Development of Information Security Policy & Procedures
- ▶ Development of Disaster Recovery Plan (DRP)
- ▶ Development of IT Strategy and Implementation Roadmap information Security Risk Assessment
- ▶ Experience of dealing with external auditors and regulators

Professional Experience

- ▶ Mujtaba has over **20 years of extensive experience** in audit, accounting, governance, internal controls and related professional services across various industries
- ▶ Worked for more than **6 years in a Big 4** Auditing Firm
- ▶ He has over **8 years of experience of working as Head of Internal Audit** in a listed company
- ▶ Has **worked as a group CFO** in a multinational company
- ▶ He has led various projects on business acquisitions, divestments, share-based payment arrangements, group restructuring / reorganization and accounting for financial instruments.
- ▶ Mergers and acquisition and reverse acquisition accounting of listed company
- ▶ Assignment related to Improving the quality and reliability of financial reporting, maintaining effective control over its assets and application of International Financial Reporting Standards (IFRSs)
- ▶ Having the right mix of qualifications and language skills he has given us an edge in several complex and technical assignments



Our Key Personnel Profiles



Jawad Chughtai
Partner – Accounting and Reporting
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Background

Jawad is a Partner in theBPO. and is a **Fellow Member** of the **Association of Certified Chartered Accountants (ACCA)** and **Associate Member** of **Institute of Chartered Accountants England and Wales (ICAEW)**. He has been associated with the firm since 2014.

Jawad has worked on various special purpose assignments. He has expertise in financial statements, financial management, Outsourcing, management consultancy and performance audits. He and his team provide clients with the peace of mind that comes from high quality, technically expert outsourced services.

Skills

- ▶ Governance, internal controls and corporate structures
- ▶ Audit and accounting, IFRSs implementation
- ▶ NBFC regulations
- ▶ Financial services industry experience
- ▶ IFRS trainings
- ▶ Experience of dealing with external auditors and regulators

Professional Experience

- ▶ Jawad has **over 17 years of extensive experience** in audit, accounting, governance, internal controls and related professional services across various industries.
- ▶ In addition, he has experience of financial advisory, internal control and business process reviews, financial due diligence, business combinations and restructuring / reorganization of business / entities.
- ▶ He has led various projects on business acquisitions, divestments, group restructuring / reorganization and accounting for financial instruments. Jawad has led the delivery of following Financial Accounting Advisory Services:
 - Fixed assets verification and tagging assignments
 - Assistance in reconciliation of fixed assets records
 - IFRS support in preparation of financial statements
 - Accounting opinions / advices on application of various accounting standards
 - Documentation and GAP analysis of finance and accounting manuals



Our Key Personnel Profiles



Riaz A. Rehman Chamdia

Partner - Advisory

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Background

Mr. Riaz A. Rehman Chamdia is a **Fellow Member ICAP**. Mr. Chamdia qualified in 1993 and served as **Country Leader – Audit & Assurance EY Ford Rhodes**. He was associated with **EY Ford Rhodes for over 35 years**. Mr. Chamdia has been elected as a **member of Council** for two consecutive terms 2013-2014 and 2017-2021. During this tenure, he has served ICAP as its **Vice President (2013-14) and President (2017-2018)**. Mr. Chamdia has also served as an elected member of the **Southern Regional Committee of ICAP** for the term 2009-2013 and during this period as its CPD Convener, **Honorary Secretary and Chairman**.

Mr. Chamdia has served as **Chairman and Member of several committees of ICAP** (Executive Committee, Investigation Committee, Public Sector Committee, Examination Committee, Accounting Standards Board, Quality Assurance Board, Professional Standards and Technical Advisory Board). He has also served at the Confederation of Asian and Pacific Accountants (CAPA) as a Board Member and a Technical Advisor of IPSAS Board of IFAC for three years' term. Mr. Chamdia is currently serving as Chairman Audit committee of ICAP.

Skills

- ▶ Audits & Compliance
- ▶ Risk Management
- ▶ Project Management,
- ▶ Regulatory Compliance
- ▶ Strategy & Planning
- ▶ Business Start-ups
- ▶ People Management
- ▶ Finance Transformation

Professional Experience

Mr. Chamdia is a passionate, highly resourceful Senior Management and Leadership Executive with an **extensive 35 year+** background in consulting and auditing roles with clients in diversified sectors including financial services, large family groups, automotive, Oil and Gas, Pharma Sector, Cement manufacturing, Textile, Media and Entertainment etc.

Our Key Personnel Profiles



Muhammad Bilal Khanani

Director

Tel: + 92-322-2601291

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Background

Mr. Khanani is a **Fellow Member of Association of Chartered Certified Accountants (ACCA)**. With a career spanning over **15 years**, he worked with **EY Pakistan, Bahrain, and Qatar offices** in Assurance Services and having an experience in a role of **Financial Controller** with a **Multinational Company**.

He has extensive knowledge and expertise in providing accounting and auditing services to multiple sectors organization. He worked with diverse range of clients, both local and multinational companies within and outside Pakistan, and provide valuable insights and solutions.

Skills

- ▶ Audits and accounting, IFRSs implementation
- ▶ Governance, internal controls and corporate structures
- ▶ Experience of dealing with external auditors and regulators
- ▶ Group and statutory reporting
- ▶ Financial management
- ▶ People management
- ▶ Treasury management and bank dealings

Professional Experience

- ▶ Mr. Khanani is a passionate professional with an **experience of over 16 years**
- ▶ Worked in **audit and assurance department of EY** and leading various audits engagements of **local and multinational companies within and outside Pakistan**
- ▶ He has an experience of working with leadership team of multinational company in Pakistan
- ▶ Led the finance operations of the multinational company
- ▶ Champion of **team building and people management** in the multinational company in Pakistan
- ▶ Experienced of **handling external and internal auditors**



Our Key Personnel Profiles



Hashsham Tawwab

Director

Tel: + 92-342-2620490

E-mail: hashsham@thebpo.net

Background

Hashsham Tawwab is an **Associate Member of the Institute of Chartered Accountants of Pakistan (ICAP)**. With a **career spanning over 10 years**, he worked with **EY Pakistan, Dubai, and Abu Dhabi offices** in Assurance and Financial and Accounting Advisory Services. He has extensive knowledge and expertise in providing accounting and advisory services to multiple sectors organization.

He has expertise in external auditing and advisory services. He worked with diverse range of client, both local and multinational companies, and provide valuable insights and solutions.

Skills

- ▶ Audits and accounting, IFRSs Implementation
- ▶ Governance, internal controls and corporate structures
- ▶ Valuation, financial modeling and advisory support
- ▶ Experience of dealing with external auditors and regulators
- ▶ Board Audit Committee presentations
- ▶ Plan vs actual and budget preparations and analysis

Professional Experience

- ▶ Hashsham is a passionate professional with an **extensive 10 years of experience**
- ▶ Worked in audit and assurance department and leading audits of Banks, local and multinational companies
- ▶ Lead Board Audit Committee reporting and coordination
- ▶ He has an experience of working with senior management of listed company in Pakistan
- ▶ Led the finance function of listed company
- ▶ Experienced and worked with business development department to conduct data analytics
- ▶ Experience in risk management for client
- ▶ Worked with the Financial Accounting and Advisory Service on the implementation of accounting and reporting standards



Our Key Personnel Profiles



Aamir Ansari

Director

Tel: + 92-307-2221730

E-mail: aamir.ansari@thebpo.net

Background

Mr. Ansari is a **Fellow Member of the Institute of Chartered Accountants of Pakistan (ICAP)** and a **Certified Financial Advisor and a Member of the Institute of Financial Market of Pakistan (IFMP)**. With a career spanning over **22 years**, he worked with **EY Pakistan, Abu Dhabi, Jeddah and Al Khobar offices** in Assurance Services, Tax Services and Financial Consultancy and having an experience in a role of **Chief Financial officer** with a **Multiple Organizations**.

He possesses extensive knowledge and expertise in delivering accounting services to organizations across various sectors. He has worked with a diverse array of clients, including both local and multinational companies, both within Pakistan and internationally, providing valuable insights and solutions

Skills

- ▶ Accounting and IFRSs implementation
- ▶ Financial Analysis
- ▶ Budgeting and Forecasting
- ▶ Group and statutory reporting
- ▶ Financial management
- ▶ Treasury management and bank dealings

Professional Experience

- ▶ Mr. Ansari is a passionate professional with an **experience of over 22 years**
- ▶ Worked in **audit and assurance department of EY** and leading various audits engagements of **local and multinational companies** within **Pakistan**
- ▶ He has an experience of working as part of Senior Management of multinational and local companies in Pakistan
- ▶ Experienced of **handling external and internal auditors**



Our Key Personnel Profiles



Muhammad Danish Sheikh

Director

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Background

- ▶ Mr. Danish is a **Qualified Chartered Management Accountant** and **Associate member of Institute of Cost and Management Accountants (ICMAP)**. He has been associated with the firm since July 2022.
- ▶ He is highly experienced in Financial Planning & Controlling, Financial Management, Financial Modeling, Supply Chain Finance, Taxation & ERP Implementation
- ▶ His extensive experience, ranging from startups to large-scale multinationals, has established him as a standout value creator for our clients.

Skills

- ▶ Financial Analysis, Budgeting & Forecasting
- ▶ Long-term Financial Projections
- ▶ Financial Modeling
- ▶ Capex Investment Financial Feasibility
- ▶ Cash Flow Planning
- ▶ Finance Internal Control Policies
- ▶ Treasury Management and Bank dealings
- ▶ ERP Implementation

Professional Experience

- ▶ Mr. Danish is a very dynamic and tech enthusiast person with over **10 years of extensive experience**.
- ▶ Has worked as a **Senior Manager, Controller and Analyst** and has trained and led many associates in the finance function
- ▶ He has led financial operations and has worked on various projects of long-term Projections, financial feasibility model for various manufacturing organizations and Tech Startups, ERP Implementation, designing of Internal Control Policies.
- ▶ Experienced in successfully improving the quality and reliability of financial reporting, maintaining effective control over its assets and application of International Financial Reporting Standards (IFRS).



Thank you
