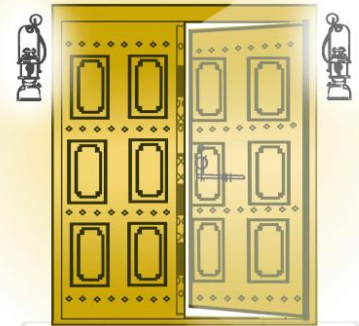


# Sesam Services



OPENING *the* DOOR...

## Accounting

### Accounting

- Bookkeeping
- Payroll & WPS
- Preparing Financial Statements
- Audit Preparation

### Visa & HR Support

- Visa (Corporate, Business, & Visit)
- Administration & Liaising with local Authorities ("PRO")

### B2B Events

- Conferences
- Exhibitions
- Seminars
- Workshops
- Delegations
- Client Events

### Marketing

- Market Research
- Feasibility Studies
- Trade Delegations
- Fact Finding Tours
- Agent Screening
- Translations

# Accounting

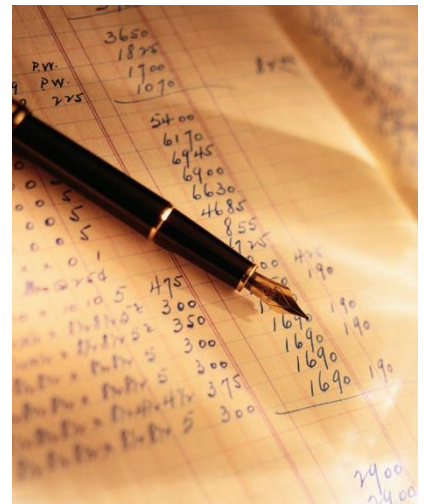
## Why Accounting?

- What does working in the UAE mean? Does it mean no taxes, no balance sheets and no accounting? If you guessed no taxes, you are right. Unfortunately, no balance sheets and no accounting would be wrong answers! Nevertheless, they remain both a hassle and a burden, in particular for small and medium sized companies, Doing accounting in-house requires extra working capacity, up to date knowledge and a large pile of paperwork. The accounting departments of small and medium sized companies are often overburdened trying to comply with the prevailing rules adequately. Shortcomings are immanent! **Outsourcing** is the answer to ease the headache of accountability. Proper accounting is the foundation for better and tighter control of your company's business, expenses and profitability.
- **Sesam** is ready to help! **Sesam** is well-versed with the accounting laws of the UAE. Since 1999 has been directly involved with the support of its clients accounting needs.. **Sesam's** reputation stands for reliability, trustworthiness and confidentiality. Outsourcing is the most ideal way to comply with obligations and to give additional credibility to the foreign head office.
- Since accounting, bookkeeping and payroll go hand-in-hand, outsourcing one means outsourcing all. In this way, all three reliant systems will be closely catered to by one source. Our accounting services can be offered on site at your office (by part or full-time seconded **Sesam** staff also known as the "implant solution"), or from our office. Outsourcing means that you can then turn your focus on your business while **Sesam** takes care of the paperwork and related hassle and gives you the tools to be successful!

Your Accounting Packages May Include:

### 1. Bookkeeping

- Set-up of the accounting system
- Recording of all transactions
- Regular monitoring of cash flow
- Account receivable and payables management
- Petty cash management
- Bank reconciliation and coordination





# Accounting

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## 2. Payroll & WPS

- Preparing and maintaining employee records
- Checking accuracy of submitted expenses
- Payroll processing
- WPS, registration, set-up and operation
- Computation of employee's benefits
- Computation of employee's end of service award
- Reimbursement of expenses

## 3. Preparation of Financial Statements

- Cash flow overview
- Profit & loss statement
- Balance sheet
- Fixes assets schedules

## 4. Audit Preparation

- Preparation of documents
- Audit consultation and assistance

## 5. Extras

- Liaising with insurance providers
- Consultation on compliance issues
- General consultation on client-specific issues

Your services package will be tailor-made according to your needs. You may chose some services only complementary to your set-up or you may add services beyond accountancy.

If you are interested in outsourcing your accounting workload, try it the Sesam way!

We look forward to meeting you personally to discuss your requirements.



# How do we work?

**Sesam's** skilled method doing its works is demonstrated by the following sample process of doing the bookkeeping (outsourced to **Sesam** and done in **Sesam's** office):

Sesam will meet with the Client to evaluate the specific needs and requirements, e.g. adjustments to the specifications of Client's mother company abroad



**Sesam** proposes a Service Agreement governing the terms & conditions, pricing, timing and fixing the scope of work of the Client's service package



**Sesam** will advise the Client on local accounting regulations and bookkeeping practice



**Sesam** and the Client mutually develop a Working Plan for the co-operation, including:

- > Responsibilities
- > Document pick-up procedures
- > Periodical accounts closing (e.g. monthly, quarterly, semi-annually, annually)
- > Payment schedules
- > Updates on all new relevant regulations



**Sesam** sets up the Client's accounting system



**Sesam** collects documents and instructions form the Client (by **Sesam's** driver and by telephone between the persons in charge)

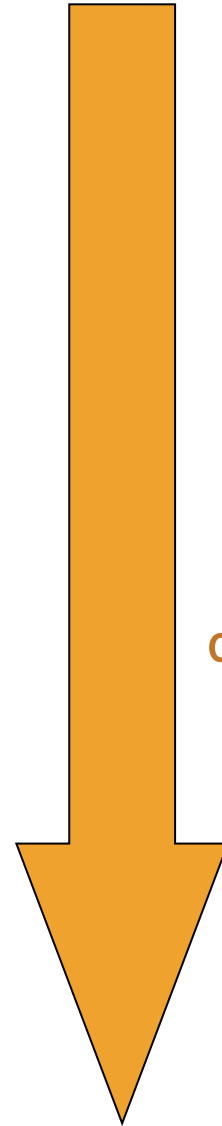


**Sesam** operates the accounting system on a day-today basis:

- > **Sesam** records all Client documents and transactions within one working day after receiving them from the Client
- > **Sesam** reconciles bank statements to avoid and correct any discrepancies
- > **Sesam** files and stores all related original documents



**Sesam** sets up meetings with the Client to periodically evaluate and optimize the work processes



**Sesam**  
 monitors the  
 process and  
 provides the  
 Client  
 constantly with  
 updates and  
 progress  
 reports

# Clients & Contacts

Sesam Business Consultants provides a wide range of services to small, medium and large companies. Among our prestigious clients companies in the UAE, GCC and abroad, are:



Bundesministerium für Gesundheit



Messe Frankfurt



References will be presented upon request.

## Dubai Office

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