**COMPANY PROFILE FOR**

IBU INFOTECH Pvt. Ltd.

**DETAILS OF OWNERSHIP OF THE COMPANY**

Ibrahim S

**BACKGROUND OF THE PROMOTER**

 A bachelor of Information Technology, 2+ years of IT industry as a Linux Administrator, ventured into IT field in 2016.

**NUMBER OF YEARS OF BUSINESS EXISTANCE**

 1 + Years of existence and experience in business as well.

**ADDRESS AND CONTACT NUMBERS**

IBU INFOTECH Pvt. Ltd.

Plot No.-26, 1st Floor,

Krishnapuram colony Main Road,

Madurai – 625002 (INDIA).

Mobile : +91-951-457-3290

email : ibuinfotech6@gmail.com

**INFRASTRUCTURE**

Available office space : 1000 sq feet

No. of computers : 10 (Can be increased as per need / requirements).

UPS connectivity and numbers of hours of backups (per PC) : 3 KVA - 60 minutes backup.

Generator capacity : 20 KVA (Optional)

LAN : Available WiFi

Router : Available

Black/Color Printer : Available

**INTERNET CONNECTIVITY**

Internet Broadband – 40 Mbps

CONFIGURATIONS

Intel Motherboards, i3/Core2Duo Processors, 500GB HDD and 4 GB RAM.

**OUR MISSION**

The ultimate goal of IBU INFOTECH is to have its own identity in BPO industry as a most trusted service provider in all aspects and a one stop solution for high quality, time bound and cost effective data conversion services.

 IBU INFOTECH is committed to maintain 100% client’s satisfaction by certain values

* Deep integrity and ensuring code of conduct.
* Precious time taking and highest level of accuracy.
* Potential leadership with an energetic team.
* Sufficient infrastructure for anytime expansion.
* Continuous growth and 100% success.

**Integrity and Code of Conduct**

Flexible process to meet clients business style and to build trust based relationship. It is our policy not to disclose any information about our clients to any other person or organizations. The information we received will be used only for which our client provided to us.

**Time Keeping and Accuracy**

We strongly believe that the speed and accuracy have to be balanced in track. Our young team is trained well to improve their speed day by day with 100% accuracy and flexible enough to work extra time even in non working days to complete the project in stipulated time.

Setting benchmark continuously with integrated process and interaction between committed team members to ensure that the quality levels are high from the initial stage of the project to its final outcome.

**Leadership and Team**

 We are a company with diverse talents and skills. Our leadership structure offers a dynamic atmosphere in which talented, creative and motivated people thrive. We don’t just acknowledge hard work and achievements; we reward it and groom it.

We have an experienced team of ambitious, vibrant and young professionals having ability to update with latest trends and requirement of our client. Our team’s passion is to take challenges and to deliver to client expectations.

 **SERVICES**

* Data conversions.
* Data processing.
* Data entry from scanned documents.
* Chat / Email process.
* Form Filling.
* Online data entry.

**DATA ENTRY FORMATS**

The following input-output delivery formats will give out valuable clients better idea about how to send and receive their crucial data based information:

**Input Format**

If you are looking to outsource any data entry service like manual data entry, offline data entry, image entry, book entry, hand written entry, Card entry and legal document entry then you can send us your crucial files via the internet ( email as ZIP files, RTF files, TIFF files, PDF file or as CSV files). You can send hard copy also we will convert them in to digital form or any other format that suits your needs. We also convert your paper-based data into electronic format.

**Output Format**

When it comes to data format, we are flexible. Some of typical format in which we can deliver the data are: Database Format⎫

* Excel Format (\*.xls)
* Word Format (\*.doc)
* Portable Document Format (\*.pdf)
* MS Access Format (\*.mdb)
* Text Format (\*.txt)
* HTML Format (\*.html)
* ASCII
* Binary of any other type you need.

 **DATA CONVERSION SERVICE**

 IBU INFOTECH provide a collection of links to utilities for the conversion of software data. Data entry process converts PDF , word processors, typesetters, all kind of document formats and paper into XML, SGML, HTML and other structured formats.

 IBU INFOTECH offers all kinds of data conversion services such as:

* Document Conversion
* XML Conversion
* SGML Conversion
* HTML Conversion
* Catalog Conversion
* Book Conversion
* PDF Conversion

 We can convert data into any of the following formats:⎫

* Excel Worksheets
* FoxPro
* Dbase
* Text Files (ASCII, .CSV etc.)

**THE FINAL OUTPUT CAN BE PROVIDED THROUGH ANY OF THE FOLLOWING MEDIA:**

* Via Internet e-mail
* FTP upload
* CD-R and CD-W

We produce output in whatever format you required including plain text, database, excel and mark-up languages like HTML, SGML and XML or any other format that suits your firm.

**QUALITY ISSUES**

* Ensure 99.95% accuracy.
* Level II or III - compare validation programs.
* OCR + key verification program is employed to achieve quality standard of 99.95%.
* A team of highly skilled and experienced professionals assigned as primary QC’s and final⎫

 QC’s to make sure that the output is 99.95% quality assured and error free.

* We are ready to work with you exclusively.

 Our data entry process includes a careful analysis of your requirements and provides time bound solution for your outsourced data entry work.