



Who We Are?

About Us

We are a young and a vibrant SME currently operating from United Arab Emirates with a small team of modest learners and enthusiastic professionals specializing into broad range of IT and Financial products and services comprising of system integration tool, POS system, marketing tools, ERP & CRM applications, web designing & development services, mobile apps, book keeping & year end financials, outsourced payroll, VAT, audit and various advisory services. We also provide training on technologies over financial ERP.

Previously our company operated under the brand name of **BRIGHTMIND COMPUTER SOLUTIONS**, which has now been changed to **TEKMALIA** resulting in revamping of our brand name, logo, website and modifying of our existing products & services and introducing new ones to cater the much-anticipated Dubai Expo 2020



إكسبو 2020
دبي، الإمارات العربية المتحدة
DUBAI, UNITED ARAB EMIRATES

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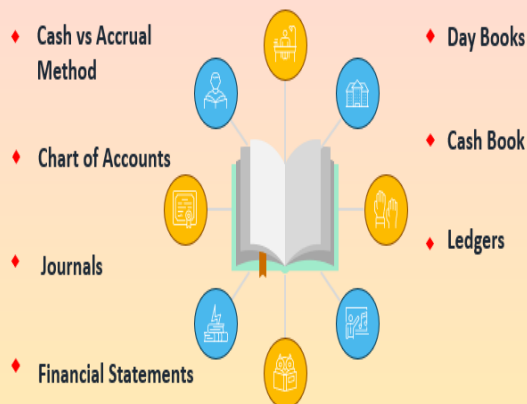


TEKMALIA

Your one stop solution for all your IT
& Finance needs.

*Product & Services -
Financial*

Bookkeeping



Bookkeeping...

We understand your industry standards and assist you in identifying key insights into industry guidelines, local regulatory requirements and compliance needs to develop your accounts. Based on our extensive experience we recommend you to build your books of account on agreed frequency of either daily, weekly, monthly, quarterly or yearly from whatever bookkeeping records you have. These records may be computerized, in a spread sheet, it could be a hard copy of cashbook or a bag of POS receipts and supplier bills.

Our professional advice will enhance and strengthen your compliance and record keeping procedures to help your business run more smoothly and efficiently.

All accounts are prepared in accordance with the relevant accounting standards and in compliance with International Financial Reporting Standards (IFRS) and we will check that you are recovering input VAT from the Federal Tax Authority (FTA) if you are entitled to any.

Irrespective of your trading status, be that of a sole trader, partnership or limited company, letting us prepare your year-end accounts will relieve you of what can be an extremely stressful and time-consuming exercise

Payroll Outsourcing

The outsourced payroll services we offer are designed to meet the requirements of the federal labor law, as well as the needs of management and the finance function of a company. The reliable and flexible payroll program offers comprehensive information on personal and salary details of an employees of the business.

Our Services are detailed below:

- Issuing and managing payroll.
- Expanded ability to produce reports in excel format
- Statistics for personal or salary information
- Production of payroll accounting entry
- Detailed cost analysis grouped by employee, department, specialization, etc.
- Ability to send pay slip electronically to personal email
- Calculation of the compensation to be paid to employees in case of resignation and of the statutory termination indemnity in case of dismissal
- Preparation of budget for the next fiscal year in accordance with assumptions, parameters and specific scenarios given

- Preparation of monthly accruals for statutory bonuses and any other annual bonuses that may be provided to the employees
- Preparation and submission of electronic files to the respective social security offices via the Internet
- Hotline with our consultants to support you in labor and social security issues.
- Prompt notification of changes to social security and labor law issues.
- **Technology:** We use Microsoft products to keep your information safe and provide you tailored statistics.

OUTSOURCED FINANCIAL SERVICES BOOK KEEPING & HUMAN RESOURCES

All financial services are billed with 50 % collection in advance and 50 % after completion of service. Fee charged for three-month service

- ✓ Compliance with IFRS & Local Regulations
- ✓ Issuing and Managing Payroll
- ✓ Export Reports in Excel
- ✓ Employee Statistics Reports
- ✓ Production of Payroll Accounting Entry

PACKAGE VALUE: 1,500 .د.

BOOK NOW

PRICE INCLUSIVE OF VAT