

## **Content**



**Our Company** The Service we offer



Data Entry Services Data Conversion



Data Processing Web & Multimedia



Mortgage & Foreclosure Service **Software Service** 



Market Research Support Services
Receipt Data Entry Services
Logistic Data Entry Services



Digital Marketing Services Image Editing 2D-3D Animation in Web & Multimedia



#### **INFRASTRUCTURE**

Office - Communication - Servers & System - Security Aspects



CONFIDENTIALITY
Security Policy Privacy Policy



CONFIDENTIALITY
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#### **OUR COMPANY**

Allianze BPO is a technology & expertise driven organization providing quality BPO services to clients across the world. We are a globally renowned BPO service provider to varied industries providing end to end outsourcing solutions. We thrive for impeccable quality in our deliverables and we make it possible by investing in cutting edge technology that enables us to serve our clients better. Our resource capability needs special mention as we are scalable, reliable and consistent providing our services.

Through us, your business can achieve high-performance with streamlined processes that function smoothly. Our unmatched commitment to quality and customer satisfaction keeps our processes improving and customers happy. We value every client from Small to Large entrepreneurs, NGOs, and other development sector organizations. We ensure to provide complete solutions for all your outsourcing requirements.

### The Services We Offer

We offer a wide range of outsourcing solutions to our clients across the world. We have industry experts with many years of experience in every field to ensure that the processes are running smoothly. We undertake complete assurance of quality and security for your data and services. Our services include Customer Management, Back- office Management, IT Services, Mortgage and Foreclosure Services, Market Research Support Services, Receipt Data Entry Services, Logistics Data Entry Services, Digital Marketing Services(SEO, Internet marketing, SMO, SMM, PPC, Content Writing), Image Editing and 2D-3D Animations for Web and Multimedia. We cater to domestic and international clients who deal in a wide range of businesses including retail, insurance, mortgage, banking & financial services, architectural, healthcare, telecommunications, technology, travel, and hospitality.

Our biggest assets are our process managers, other resources and our investments in cutting-edge technologies that we keep upgrading from time to time. They enable us to deliver high-end solutions to our clients' requirements on time and every time.



#### **DATA ENTRY SERVICES**

Allianze BPO offers quality data entry services pertaining to various businesses and industries. We assure timely delivery without compromising the impeccable quality we continuously deliver. We use the latest technologies to ensure speedy delivery of quality data entry services. We promise to continuously deliver accurate and reliable data. While we keep delivering quality services, we ensure to keep our charges low and affordable to all our clients. Our Data Entry Services include:

- Online Data Entry
- Offline Data Entry
- Ms Access Data Entry
- Excel Data Entry
- XML Data Entry
- Web Data Entry
- Questionnaire Data Entry
- Insurance Claims Data Entry

- Book Data Entry
- Online Typing Services
- Data Input Services
- Data Purchasing
- Medical Billing
- MSDS Data
- Data Keying Services
- Data Capture

#### **DATA CONVERSION**

Data conversion involves converting your existing data in physical or some digital format to a specific format. At Allianze BPO, we offer Data Conversion services with zero data loss risk. Our experienced resources and proven technologies ensure timely delivery of quality data after conversion.

- Document OCR Conversion
- Catalogue Conversion
- File Conversion
- HTML Conversion
- Audio Conversion
- Book Conversion
- XLS CSV Conversion
- Image Conversion

- XML Conversion
- SGML Conversion
- E-Book Conversion
- Document Conversion
- XML XHTML Conversion
- PDF Conversion
- TEXT, TXT Conversion



#### DATA PROCESSING

Allianze BPO Services offer superior data processing services 365\*24\*7 days. We undertake all types of data processing services at affordable costs. We ensure advanced analysis, summary, and synthesis of complex and unsorted raw data. We undertake bulk data processing providing valuable information out of raw and unstructured data. Our Data Processing Services include:

- Word Processing
- Check Processing
- Form Processing
- OCR Cleanup
- Survey Processing
- Resume Processing
- Image Processing
- Catalogue Processing
- Credit Card Processing
- Medical Data Processing
- Insurance Claims Processing

#### **WEB & MULTIMEDIA**

Customer engagement is the key to building good relations with the customers and retaining them over a long period. This requires attractive and engaging designs and content on your website that compels the customer to keep coming back and stay put on your website. At Allianze BPO, we put the best creative minds to work on web and multimedia requirements of our customers. We roll them out such that they are lean on the bandwidth and load much faster without compromising on the quality. We are adept to creating attention-grabbing images, graphics, illustrations, animations, videos and more. Here are some of our Web and Multimedia solutions:

- Corporate Web Site Development
- E-Commerce Solutions
- B2B / B2C Solutions
- Content Development Banners (Static/Animated)
- Web Site Promotion
- Web Designing
- Domain Registration
- Hosting Multimedia Presentations (Cd Rom)

- Logo Designing Flyers
- Brochure
- Poster Design Production Of Instructional Videos
- Creation Of Promotion Videos
- Production Of Corporate Videos
- Software Services



#### MORTGAGE AND FORECLOSURE SERVICES

All real estate businesses, including the brokers, need to use technology wisely to make the most of the available information. Mortgage and foreclosure services from Allianze BPO lets you deal with other important aspects of mortgaging by undertaking the most efficient property documentations, underwriting, foreclosure process etc. Our services in this regards include:

- Mortgage Processing
- Mortgage Data Entry
- Document Verification
- Property Rights
- Underwriting
- Foreclosure Services

#### SOFTWARE SERVICES

Allianze BPO provides end to end software services to its esteemed clients from world over. We undertake all your software requirements right from requirement analysis to maintenance and also mobile development for your business. We use the latest and best technologies that will augment your business processes and employ trained and experienced resources to come up with applications that offer superior and responsive UI/UX. Our Software Services include the following:

- Application Design & Development
- Maintenance And Support
- Graphic User Interface (GUI)
- Development
- Database Design
- System Analysis
- Design, Development, Integration, Testing, Implementation And Support
- Android Application Development
- Java Enterprise Edition
- Product Development
- PHP Web Application Development
- Microsoft .Net Product Development
- Software Testing
- Mobile Technology



#### MARKET RESEARCH SUPPORT SERVICES

Market research augments the business marketing strategies including pricing and placing the right products in the right market. Allianze BPO understands the nuances of market research and undertakes to aid the businesses in conducting unbiased and reliable market research using the latest tools and techniques that are proven to yield results. Our Market Research support services include:

Market Research Services

- Pharmaceutical Research Services
   Social Media Monitoring

#### RECEIPT DATA ENTRY SERVICES

Every business requires receipt data entry to keep track of their receipts in the digital format. Allianze BPO provides excellent Receipt Data Entry Services to ensure reliable and consistent information your business can rely upon. Out technology and experts strive to ensure data quality and quick turnaround time to benefit your business.

#### LOGISTICS DATA ENTRY SERVICES

Allianze BPO offers quality Logistics data entry services for all its clients across the world. We understand the importance of quality and delivery schedules and always strive to ensure both impeccably. With accurate information easily accessible on your fingertips, it becomes easier to manage your logistics business more efficiently. Our resources ensure superior data entry efficiency so that you can focus on ensuring deliveries on time. We can handle bulk data entry and provide our services at an affordable cost. Our services in Logistics Data Entry Services include:

- Freight Bill Data Entry
- Freight Bill Processing
- Contract Management
- Bill of Lading Verification & Data Entry
- Invoice Processing



#### **DIGITAL MARKETING SERVICES**

Digital Marketing has become the need of the hour for most of businesses. The digital world is expanding the horizons of marketing for all types of businesses. With over 20 million users exploring the possibilities of the internet for expanding their business and target leads, internet marketing is proving to be a great way to achieve that. At Allianze Technologies, we offer eCommerce design and solutions that accepts unlimited categories and products. Our ecommerce marketing and social media marketing solutions will help you reach out to a large group of target audience across the world. Here is our range of E-Marketing solutions:

- Web Media
- Lead Generation
- Mail-Email Support
- Market Entry Support
- Satisfaction Tracking
- Post Sales Service
- Chat-Live On-Line Support

- SEO
- SMO
- SMM
- PPC
- Internet Marketing
- Content Writing
- Customer Profile Development

#### **IMAGE EDITING**

Retail and real estate businesses cannot do without image editing. Photography businesses also need image editing. Every business needs quality images for their brochures, marketing requirements, website etc. At Allianze BPO, we deliver stunning images out of the raw images by using advanced photo editing software without compromising on the image quality.

#### 2D-3D ANIMATION in Web and Multimedia

Videos, particularly animations, are capturing customer attention quickly there days. Allianze BPO offers an amazing range of Animations to be used in the Web and for Multimedia which aids your business to attract more potential leads. All businesses can augment their customer engagement and lead conversion with the help of attractive and engaging animations from Allianze BPO at an affordable rate.



#### **INFRASTRUCTURE**

We design our strategies to provide you the best of quality and services.

#### Offices

We strongly believe that having a strong infrastructure support is the base for good business relations.

- We are strategically located in South India. We have our offices in Kochi and Thrissur in Kerala and at Chennai in Tamil Nadu.
- We currently have 7500 sq ft of office space which we can easily expand to 10,000 sq ft carpet area if and when required.
- We also have our offices in the UK, USA, Dubai, Europe and Australia.

#### Communication

We strive to keep our communications transparent, timely and effective. We have invested in state of the art communication technologies like leased line, high-speed internet connection. Our clients can contact us anytime through:

Video Conferencing
 Phone Calls
 Email / Chat

Our customer support executives can be contacted via phone, email or chat 24 \* 7.

#### Servers & Systems

We care for your data privacy as much as we care ours. Our server and systems investments include:

- 100+ computers with the latest configurations that support high-end data entry and processing.
- Can render bigger and/or multiple Document Servers and Database servers over LAN/WAN.
- Latest licensed Antivirus & Firewall protected servers for maximum data security.



#### **Security Aspects**

We value security as much as we value privacy. Our security arrangements include:

- CCTV Cameras covering the entire flange
- Real-time desktop recording system

## Confidentiality

At Allianze BPO, our offices are quarantined and checked by the guards randomly for any breach of security guidelines. We value your data confidentiality and hence follow stringent security and privacy policies:

#### **Security Policy**

- All our employees are bound with strict Non-Disclosure and Non-Compete Agreements.
- Well-protected document storage
- Only authorized entry for Employees
- Property well-guarded by professional guards
- No entry allowed for unauthorized items and persons inside the office premises.

#### **Privacy Policy**

- We assure that none of our employees or representatives will disclose any bid or project details to third parties without proper authorization from the client.
- We assure that the complete copyrights of all data in raw, print, digital form, processed and finalized will be that of our clients.
- We will destroy all data with us pertaining to a completed project once the client has approved the same.



#### **Our Features**

#### Why Allianze?

- We consistently offer exceptionally cost-effective and reliable BPO solutions
- We strive to meet our client's requirements in the most economic ways
- We strive to exceed your expectations stepping beyond the communication and objectives set
- We have implemented cutting edge technologies that provide us access to any personnel and information whenever required
- Customized solutions that cater to resolve the customer's problems.

#### **Our USPs**

- Persistent delivery of quality information and services
- Strong ethics and professionalism in client relations
- Wide range of expertise that offer unique and quality solutions
- Wide range of connections with experts from varied industries
- Great understanding of local and international markets
- Flexible, scalable and reasonable

#### **Our Commitment**

We are totally committed to meeting our client-requirements. We never compromise on quality, even when on stringent budgets.

- We value all our client enquiries received in person, by phone, email and chat
- The client is always independent. We are client-dependent.
- It is our pleasure and duty to attend to client enquiries. In case your call is not answered promptly, we apologize for it and call back at the earliest possible opportunity.
- It is our duty to cater to our clients' needs
- At Allianze BPO, clients are very much a part of the company rather than an outsider.

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