

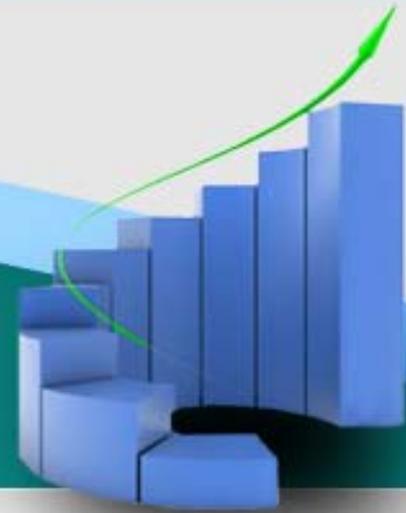


**DATAENTRY HELP**

Leading Data Service Provider

# GLOBAL ASSOCIATES

## COMPANY PROFILE



As outsourcing is becoming ubiquitous in human resources, finance and accounting, health care, research and analysis the entire quality are initiated towards retaining a strong customer satisfaction and longevity. At Global Associate, quality is beyond delivering error free services. We view our processes and methodologies as an inherent feature enabling us to exceed customer expectations. Quality is a way of life at Global Associate covering all processes, interactions and deliverables.

Global Associates is a well known name in the IT Enabled solutions and BPO/KPO Services. Our company is owned by multi-skilled Software Professionals having expertise in Software Manual Testing/Quality Assurance, Offshore Data Entry, Data Processing and Marketing area. Initially we only offered Software solutions but later we began providing a wide range of IT enabled services along with Business Process Outsourcing that intended to meet the Customer Satisfaction. Through this tight integration of basic and applied activities, we managed to be at the forefront of the IT process.

Global Associates was established in 2000 with a customer centric approach to provide affordable solutions for organizations seeking for IT enabled solutions. Today, our vision is to be a well-known IT Enabled service provider all across the India through innovative business ideas, on time product delivery and true-value enterprise solutions. With 1 years approx. of experience in the software industry, we see ourselves rising as a leader in the software industry.

Our clientele ranges from Multinational Corporations to small & medium enterprises as well as NGOs & development sector organizations. Every solution provided by us is unique and innovative. Our approach has been always customer and market communication centric. We create solutions keeping your target consumer and audience in mind.



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# Services

## Data Entry Services

The Data Entry Division of Global Associate offers most comprehensive range of high quality and low cost data entry services ideally suited to high volume data-entry applications. The company has assembled a world-class management team with proven experience in Finance, Banking, Human Resources, IT services and BPO service management industries. The members of our executive team have an extensive base of experience in their respective industry. They have held senior positions previously and have a universal vision of structuring management solutions to solve a business plan and make available a quantifiable return on investment for various clients and organizations.

We offer the following Data Entry Services:

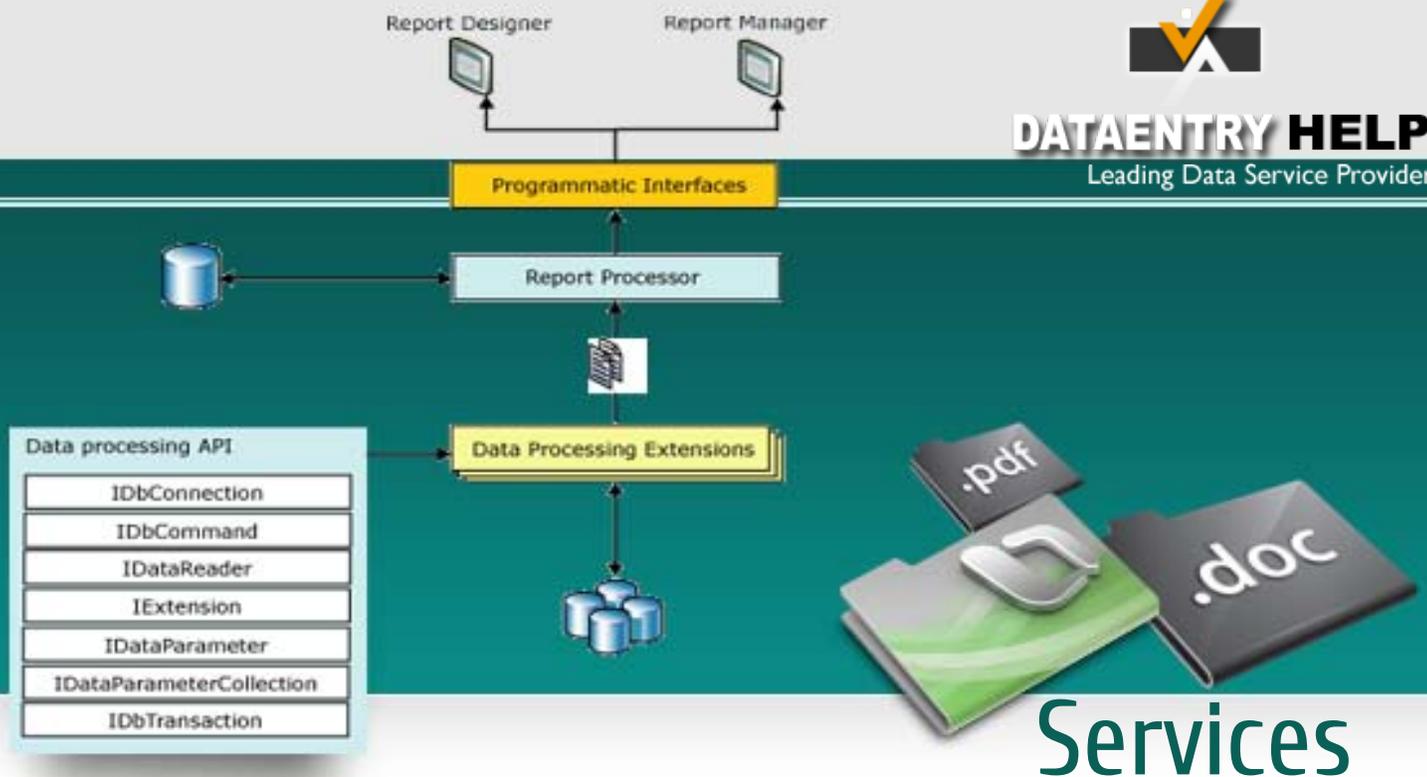
- Online/Offline Data Entry
- Forms Processing
- Transcription Services
- Insurance Claims Entry
- Payroll and Accounting

We can manage all your data entry needs and can even advise you on how to keep costs low with maximum accuracy. We have successfully accomplished and continuously working on various data entry projects for clients from different organizations, industries, financial firms in countries around the globe.



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# Services

## Data Processing Services

In this tight competitive market, Data Processing requirements enable global businesses in maintaining uptime and competitive effectiveness. Assisting a wide variety of industries and clients ranging from professionals to retailers, manufacturers to service providers, we help them to tackle their Data Processing challenges such as summarizing information into intelligent formats, generating important summary statistics on data, and creating powerfully illustrated tables.

Under Data Processing service, we can do the following tasks :

- Structure
- Restructure
- Formating
- Modify/Update
- Indexing
- Build up data management tools to sort, track and retrieve data

Data Processing involves all the steps necessary to convert data into electronic format. We provide our customers with accurate and unique Data Processing services. Different types of Data Processing services that Global Associates offers include:

- Data Processing
- Forms Processing
- Check Processing
- Image Processing
- OCR Cleanup
- Transaction Processing
- Insurance Claim Processing



## Services

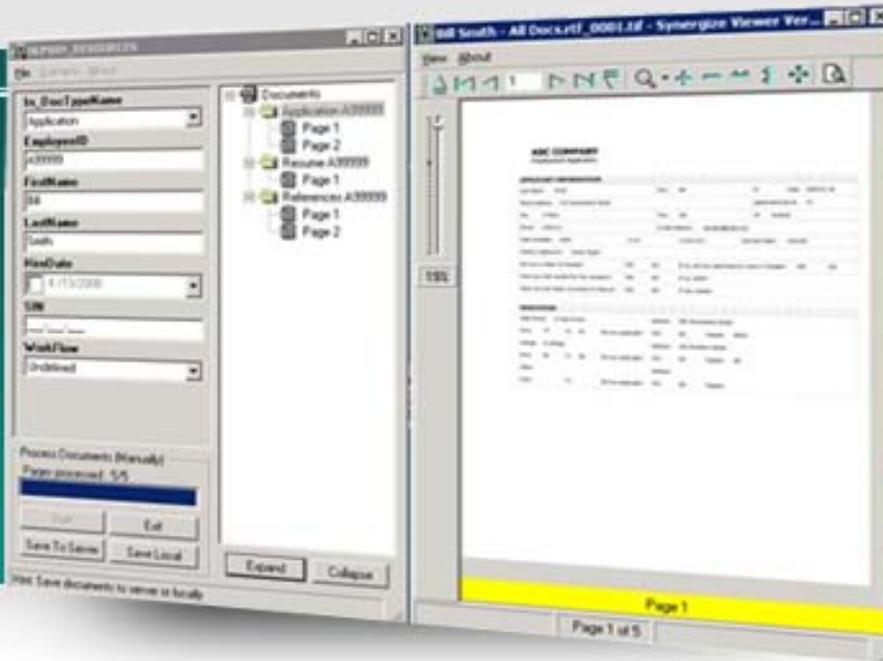
### Data Conversion Services

A pioneer in offering data conversion services, we have the expertise and capacity to handle your most complex, time-critical and cost-sensitive data conversion projects and deliver comprehensive data conversion services to suit all your corporate needs. From modest beginnings of moving text from one medium to another to the well-reputed corporation it is today, Global Associate continues to proudly provide quality services to any company or individual looking to convert data, across America and other parts of the world. In addition, we can help you too clearly define your conversion requirements and develop the appropriate conversion methods.

We offer a wide spectrum of modern data conversion tools that sets us apart from the scores of other data conversion service providers. We provide all kinds of data conversion services such as:

- Document conversion
- XML conversion
- HTML conversion
- Book conversion
- PDF conversion
- Catalogue conversion

Our services help you to refine your document conversion strategy, identify document redundancy, extract metadata, and transform legacy and future documents for your real needs of the present and the future.



## Services

### Image Scanning & Indexing

Global Associates provides superior quality image scanning services by perfectly combining modern software and highly skilled professionals. At Global Associate, we are facilitated with specialized scanners with automatic document feeders, which provide higher resolution, high volume and faster scanning. Scanned images are later stored and converted into different kinds of file formats. File naming & coding as well as File library indexing are implemented using highly developed techniques.

We deliver high-quality digital images and index information in formats according to the requirements of our customers; mostly in TIFF or PDF formatted images, stored at a high resolution of 300 dpi. We have a large team of dedicated, well-qualified and highly experienced professionals who help us in providing cost effective & error free document scanning services and document indexing services

We utilize highly innovative and sophisticated image processing techniques to acquire information from imagery. Some of them are as follows:

- Image assessment
- Filtering
- Prioritization
- Change detection
- Automated feature extraction
- Automated quality assessment

We also provide OCR Services by combining in-depth business expertise and innovative methods. Different types of OCR resources utilized in data entry include:

- Typewritten OCR
- Hand Print OCR
- Cursive OCR
- Music OCR
- Research Areas



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# Services

## Web Data Extraction

Global Associates encompasses resource, processes as well as technology to implement the web extraction requirements of the clients. Our potent, scalable and influential extraction server can successfully complete even the most complex web data extraction assignments. With our graphical interface and SQL, such as: Syntax, we are even able to handle intricate and large volume of data extraction jobs.

Web Data Extraction services include extracting or scraping specific information from different web pages and delivering the information to the client according to his/her requirement. The service is of extracting unstructured information from web pages & exports them to structured output formats like Microsoft Access database, Microsoft Excel (CSV), Text (TXT), HTML, XML, SQL script, MySQL script files.

Through our web navigation and web data extraction technology, we are able to amass information from the deep web that too in a short period of time, thereby saving your considerable amount of time, labour, and money. Hence, with us, you will be receiving time-to-market advantage over your competitors.

To gain a viable competitive advantage, outsource your data extraction work to us. We will:

- Sum up the news stories from the online news sources.
- Look for online newspapers for the most up-to-date information.
- By means of software, going to extract Meta data from the websites.
- Assemble your data from the websites and then enter it into the Excel spreadsheets.
- Browse through the web, and then, it is going to make a list of the targeted websites, and after that it will gather information from those sites.
- Collect relevant & updated information with reference to a competitor's offers and pricing.



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# Advantages



Global Associates respects and seek to maintain the highest standards of fairness, equality, integrity, and honesty. Our corporate philosophy is to:

- Create a nurturing environment enabling individual and organizational growth.
- Maintain a work culture that is fair, transparent, open and ethical.
- Provide clients and partners with excellent quality services, cost effectively.
- Create value and wealth for all our stakeholders.

Data is one of the most important parts of any company. It's appropriate management is very essential in order to keep the business running smoothly and effortlessly. Availing the benefits of our Data Entry Services can make a lot of difference in the performance standards of your business, whether small or big. It allows you to increase the rhythm of your business activities in a rapid pace, save time, save money and gives you many other competitive advantages.

In order to have reliable data handling, obtaining the services from Global Associates would be more benefited. We have the industry experience, state-of-the art technology, and flexibility to accommodate the needs of our clients. We provide quick and accurate data entry services for any business that needs data to be extracted from any source.

We undertake data entry projects of any volume. We offer high quality, cost-effective data entry services. Our solutions will surely fit your needs whether it is a one-time need or an ongoing project. There are many more advantages that come assured, when you outsource your data entry services to us.

## **Advantages of Outsourcing Data Entry work to us :**

- Reduces infrastructure cost
- It allows you to concentrate on your core business.
- Structured quality control processes for high standards of quality
- Better distribution of resources.
- NDA for your Data Security
- Save time, money with trained workforce.
- Ease your administrative burden.



## Portfolio

### UK based Engineering Book conversion

Very recently we have completed this project where about 50 workstations were used for 3 months. There were scanned pdf images of engineering books having drawing, flow chart, tables and text. After converting to doc format, QC level was done to get 99% accuracy. All database was backed up daily basis in server terminal. Client is highly satisfied on our outcome.

### UK based Scanned Image Processing

We have completed another large project where 75 workstations were used for 6 months. It was a govt scanned form having personal information of common people. After converting to MS Excel, QC level was done using some logical filter of excel to get 99.99% accuracy. Client was also satisfied on that.

### HTML Tagging Project

This was a Texas, USA based project from a reputed law firm. Input data was PDF format files and text in word doc format. Our job was to insert html tag code within the text data as per on PDF formatting & layout. Output file was in .html format which run in any browser. We used total 50 employees in this project for 6 months long project. After inserting tag, 2 QC level was done to get 100% accuracy. Database/ files were backed up regularly and finally stored in a secured server.



# Testimonials



" Excellent and professional service provider. Fulfilled the requirements exactly. Very reliable. This is my second project with brtodi, and look forward to working with him again. "

- shirali , Toronto, Canada

" A great freelancer. Communication was extremely clear. Work was of a high quality. I would use again for other assignments. Highly rated. "

- Gwainman Gilberdyke, United Kingdom

" Excellent worker. Followed the instructions and delivered on time. Highly Recommended. "

- smartfinances Vic Park, Australia

"excellent job, very professional, quick response, will definitely work with him again, highly recommended."

- merav hong kong, Hong Kong

"These guys did an excellent job and fast. Did a great job!! would hire again for sure!!"

- gkrok, United States

"Great works guys.! couldn't have hoped for a better outcome .Jake"

- elcobbo , Australia



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# Contact Us

## Registered Office

### Global Associates

P-100 Lake Town, Block A  
Kolkata, West Bengal  
India

Pin -700089

Phone: +1 713-429-1909

Email : [enquiry@dataentryhelp.com](mailto:enquiry@dataentryhelp.com)

Website : <http://www.dataentryhelp.com>

### Corporate Office

21/1, Canal Street, Lake Town,  
Kolkata, West Bengal  
India

Pin -700048

