

**Profile**



**Manohar Reddy PN**  
Managing Director, CEO

**Mr. Manohar Reddy-** a diligent and resourceful professional with rich experience and cross competence in business, finance, and information technology is **the Managing Partner and CEO of RK Information Technologies (India) Pvt. Ltd. Bangalore**, a role he resumed in November 2005. Born and raised up in Chittoor District Of Andhra Pradesh, India, holds **MA in Economics** from Punjab University, **MCA** from Madurai Kamraj University, **PGDMM** from Annamalai University, and also a **Certified Professional 9i Developer Oracle** from Oracle Corporation. He started his career in Indian Air Force in the year 1984.

After servicing and gaining good experience in many capacities in many regions at Indian Air Force for about twenty long years, he decided to hang up his boots as Senior Non commissioned Officer. He realized his inner strength to become an entrepreneur in the business world and prove his individual capability and improve his personality to a better-rounded circle. During his rich & diversified experience of more than 24 yrs he has held many senior positions as Materials Manager, Purchasing Manager, supply chain Manager, Inventory control Manager, Data Base Designer, Software Testing, and Business Development Management in

leading organizations. With this multilevel rich and diversified experience he decided to become an entrepreneur by himself, with other board of directors formed RK Information Technologies, at Bangalore, India, on November 2005.

Being from a uniformed background of Indian Air Force, his well disciplined manner along with his good leadership skills he is able to perfectly match the capacity he is holding as a Managing Partner and Chief Executive Officer in the organization. He is highly articulate, confident and persuasive team-builder, who is able to motivate and communicate to achieve organizational goals and exceptional business performance.

He is also involved with many charitable organizations helping in many ways monetarily the people in need for their education and career development.



No:98/1, 1st floor, MMR Plaza,  
Sarjapur Main road,  
Jakkasandara,  
Kormangala, 1st Block,  
Bangalore-560 034.

**Voice**  
Ind (off) : +91 80 4150 1700  
US : +1-786-272-1867  
Mobile : +91-944-860-8065  
E-mail me at : manohar@rkinfotec.com  
Linked in profile : <http://www.linkedin.com/in/rkinfotec>

## The Organization



**RK Information Technologies (India) Pvt. Ltd.**, headquartered in Bangalore, the Silicon Valley of India, started serving the global market in 2005. We are ideal partner for Certified Public Accountants, Small and Medium Business Enterprises as well as for accounting departments of the Medium Business Entities and Companies who are concerned with cutting operational costs without having to sacrifice the quality of service. We are specialized in outsourcing services providing Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO) Services in the areas of Finance, Accounts, Transaction Processing, and Web Development, and engineering services.

Our mission is to be one of the leading global innovators of relationship based financial service provider, aiming to bring client's non-core activities from rest of the World to India and create a win-win situation to all the elements attached to the organization.

Our management team is a melting pot of talent and experience, drawn from a variety of fields. Our people have a keen understanding of all the nuances of the BPO / KPO domain. Every member of RKIT is trained to be committed to quality, accuracy and providing services exceeding clients' expectation. We are flexible, innovative, responsive and entrepreneurial organization. We structure our businesses around the needs of our customers; we are committed to creative, innovative approaches that lead to breakthrough performance.

Our work doesn't begin and end with the execution of our customer's project. Our vision is to be a world class outsourcing company and at the heart of this vision lays the core concept of responsibility. At RK IT, we believe we are responsible - to our customers, to our employees, and to society at large. Sharing our knowledge and expertise to create value is our ultimate goal.

## Expertise Services Offered

Our highly-trained and skilled staff at our state-of-the-art facility in Bangalore, India, can take on your complete accounts and financial services, data entry, data processing, image and form processing, transaction processing and develop Web presence that can be matched only by high-priced IT firms. Unlike others, RK Information Technologies, in true sense, is not an outsourcing or back-office center. Think of us, if you will, as an extension of your office. It is more of a 'Management Support System', or MSS, since we are not 'project-centric'. Instead, we handle each and every aspect of your company that has to deal with accurate and timely flow of information within the organization. You do not need to change your setup; we will follow your systems and stay aligned with your preferences and style.

### Specialized Services:

#### Accounts & Bookkeeping

- Accounts Payable / External accounts
- Accounts Receivable / Collection Process / Invoice Processing
- General Ledger Maintenance
- Journal Account Entries
- Bank entries and Reconciliation of Accounts
- Credit card entries and reconciliation
- Processing of Expenses
- Profit & Loss Statements, Comparison

- Generation of Reports (monthly, Quarterly, Yearly)
- Trial Balance
- Cash flow and profit forecasts
- Tracking of accounts receivables
- Inventory management

#### **Tax Consulting:**

- Individual tax preparation
- Federal, state and local returns
- 1099 tax filing for contracted labor
- Sales tax filing and payment processing
- Payroll tax filing and payment processing
- Tax planning
- Business succession tax consulting
- Mergers and acquisitions tax consulting
- Complex financial transaction tax consulting
- Tax audit guidance and representation
- Estate planning and trust tax services
- Complex personal calculations from home office deductions to investment property and more
- Accurate assessment of depreciation values of your business assets
- Form 1040 tax preparation - For individuals.
- Form 1065 tax preparation - For partnerships.
- Form 1120 tax preparation - For companies and Corporations.

#### **Pay Roll Services:**

Pay Roll Processing  
Pay Roll Tax Return Preparation  
Pay Roll Compliance

#### **Document Management Services:**

Data Entry  
Data Processing  
Data Conversion  
Mass Mailing  
E-Publishing  
Web Research  
Re-Formatting  
Free Add Posting

#### **Web Development:**

Web Designing  
Logo Designing  
Broucher Designing

## Multiple level Of Partnering We Are looking for

The first option we would look at is to work as per the requirement in the related area **directly to the client (Organization)**, as an extension of clients' organization, without disturbing the cliental setup. We will accommodate to clients system of work and stay aligned with their preferences and style. This can be done in **two ways as virtual staffing** (we will be providing dedicated staff as per cliental need who will be working as per their scheduled timings which will be charged on month basis) **or on project base** (client will be giving us the assignment to be completed or on going and the pricing will be as per the data, statements or volume of work.) This will **help the client to minimize his working cost as well as the time he spends can be used on the core activity of the organization which will help again to improve the turnover of the business.**

The second option we would look at is, we will work as clients extension, they can source out any amount of work in the related area under their business wings and pass the work operation to us, we **will be quoting our prices to the minimal for the related jobs**, and **wouldn't be interested to know what client in-turn is quoting to the end user**, accordingly the client can fix the business with the end user as per their competency and **earn profits to any level**. With these both of us make our effort fruitful, client needn't worry about set up, work force, running the show, work delivery, quality, etc., and we don't have to worry about the market, business development. **Both of us make use of our resources to grow / expand our business mutually.**

The third option we would look at is, we will work as clients' extension. They source the work in the related area and pass the work to us. And on any project have **a pre-determined fixed percentage** with mutual understanding drafted as an agreement, and **on every billing keep sharing the percentage as agreed up on. As the clients and the work adds on the billing goes higher which is a continuous process.** This will be an additional on going profit which accumulates every month and can be taken to any higher level of profits. The client can concentrate on his core business and whenever he comes across any work in our related area he needn't tell no to the business, we will assure 100% back up on the job, the team is always ready to take up the position. Just pass the job to us at start taking your profit as your own business.

We look forward eagerly to work together for mutual benefit and growth at the earliest. You can get us any amount of work in the field we are specialized in, if required we will be happy to expand our set up to any required level as per the need of the process with in the given point of time.

We assure you that every member of RKIT will be committed to quality, accuracy and providing services exceeding clients' expectation, and will never let you down on any instances.



*Thanking you in anticipation*

*Warm Regards*

Contact us for a non-obligated **Free Trail** in any of the above services which will gives us a chance to prove ourselves, as well as for you to get an insight into our quality and commitment towards the work.