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keys

What we do?



Serviced Offices

**Recruiting
Services**

**Payroll and
Employment
outsourcing, work
permits**

**Accounting
Services**



Serviced Offices

- Keys provides flexible, furnished individual offices and rents to companies either for short or long term periods.
 - Services include shared meeting rooms, cleaning, maintenance, repairs, receptionist to answer calls and greet visitors, Wimax feature ensures a stable and fast internet connection. Our clients find this useful because there is no need to invest in furnishings, nor worry about complicated lease agreements.
- ❑ 24 Hours access to office
 - ❑ Leased line internet, with up to 20 Mbps upload/download speed, no limitation on VPN and VOIP. With hot back up solution over 4G connections.
 - ❑ IT support on premises
 - ❑ Air-conditioning and heating
 - ❑ Conference room facilities
 - ❑ Photocopy, fax, printer, scanner, telephone switchboard
 - ❑ Receptionist (Sun-Thu 9:00-17:00)
 - ❑ Cleaning, maintenance and utilities along with hot & cold drinks



Payroll Outsourcing

- Our team is dedicated to minimise your payroll administration by handling all your calculations and payments.
- Benefits of outsourcing :

• Cost Saving

- No internal teams
- No software expenses
- No trainings

• No investment and saves time

- No trainings or maintenance of staff
- focus on core business

• No Logistical Headaches

- Experts in Taxes and labour law

- Timely communication in social Insurance Rate Changes

• Dealing with local authorities

Payroll Services



- We provide you with accurate, timely, calculations.
- We email password protected payslips with your company logo to your employees.
- We make sure the latest tax and social insurance updates are applied on all calculations.
- We communicate all tax or social insurance changes throughout the year.
- Our software and capabilities allows us to manage any size of payroll.

Employment Outsourcing



Co-employ staff your behalf

Liaise with the employees directly explaining the process

Obtain hiring documents as stipulated by Egyptian Labour Law

Prepare the bi-lingual employment contract

Register with appropriate governmental authorities

Provide HR letter to open bank account, if required

Set up the employee (s) on our payroll software

Employment Outsourcing Continued



Open bank accounts for the employee (s), if required

Transfer salaries made directly to employee bank accounts

Electronic pay slip for each employee is emailed, password protected

Provide employees with leave platform, monitor leave balances after obtaining client approval

Report leave balances monthly, quarterly or annually, provide reminders to ensure large balances are not maintained

Liaise with clients for contract renewals, arrange for signing of renewals

Update personnel files for employees

Accounting Services



Chart of accounts

**Journal entries
with proper
supporting
documents**

**Record company's
transactions**

**Monthly bank
reconciliations**

**Prepare & submit
all local tax forms to
taxes authorities
(VAT – WHT)**

**Prepare & proceed
with the payment &
cash transactions to
all vendors**

**Balance sheet,
profit & loss
statement, general
ledger, trial balance**

Recruiting Services

With our experience and industry knowledge Keys provides the best recruiting services to jobseekers and employers.

We offer our clients and candidates respect and professional representation at all times.

We know our clients and candidates personally and with our extensive database of candidates we introduce the right candidates for the requirements of the vacancy.



Why Keys?

- ✓ Exceptional response time to client
- ✓ Unique flexibility in solutions
- ✓ Unparalleled professionalism and quickness
- ✓ We never miss payments / deadlines
- ✓ Client portfolio and experience offer us a good reputation



Feedback from Clients

"The Keys payroll team is really helpful and professional, whenever you contact them they are there. If I'm stuck and need to expedite the service ... they do it fast."

Taher Ali, Manager, Avery Dennison Egypt



Feedback from Clients

"I can't imagine an organization easier to work with than Keys Group. They were professional, knowledgeable, accommodating and kind in every interaction we had with the staff and management. They truly met our needs in a very special season of Global Next's work in Cairo."

Phil Johnson, Ph.D. - President, Global Next Research Group and Leadership Institute



Feedback from Clients

"Keys accounts team have been handling our hospital as well as our management company's accounting for the past few years. They stick to deadlines, they deliver the reports in the format we need, and they are flexible and offer great solutions. I'm very pleased to be working with the keys team and with Mohamed in particular who has always been supportive to our needs as a company."

Managing Director, Viva Seha for Medical Entities



Feedback from Clients

“You have put an Olympic level effort in helping us close/transition all the fellows to Keys Payroll. We had doubters that the time imposed on us would be an impossible hurdler to clear. But based on your first reply to me via email, I knew that we have found a fantastic team and a firm that will move mountains to get this done, and it certainly seems you have. Congratulations to your team for this effort. I am thoroughly impressed.”

TransGlobal Energy Inc., USA



Our Client List

ORACLE


CAPESPAN
we deliver



CONVERGYS



MARS

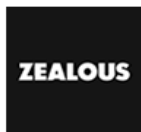




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