



MUNJIZ for Administrative and Accounting Services
مُنْجِز للخدمات الادارية والمحاسبية



MUNJIZ for Administrative and Accounting Services

INTRODUCTION

Munjiz for Administrative and accounting services. It is a professional company registered in the United Arab Emirates with Commercial License no. CN 5556202. The company includes accountants, administrators and financial managers with more than 15 years of experience in the UAE and Saudi Arabia markets.

Munjiz company provides its service in the UAE and KSA with a certified and qualified team with clients ranging from local to international.

As a company we aim to provide quality services to our clients. Our core business ranges from accounting records and organizing accounts at the company's headquarters or online, tax and zakat consulting, we also include consultation work related to studying cost reduction and rationalization, preparing internal policies and procedures, and governance policies.

Our business also extends to include our experience in preparing economic feasibility studies. Preparing budgets, planning, financial analysis, and testing accounting systems, in addition to retirement planning for individuals and providing financial services from company classification and training accounting personnel.

Our experience and knowledge of local laws and regulations as well as culture and customs helps us accomplish the tasks assigned to us as well as attract new businesses and projects from outside the UAE.

in Munjiz we believe that numbers tell story of your company, we partner in your success through the presentation of a group comprehensive from services accounting, financial, administrative and training that specially designed to meet the needs of your business.



Our message

Munjiz company believes in the importance of a strong and sustainable relationship with our clients, as we strive to provide distinguished accounting, administrative and training services that meet all your financial and administrative needs. We believe that your success is our success, and that by providing integrated and reliable accounting solutions, we can help achieve your financial goals and enhance your financial stability.



Our goals

- ⚡ Providing our services to small and medium enterprises.
- ⚡ Expanding our customer base and providing our services in the UAE and the Gulf countries.
- ⚡ To add trust and credibility to the reports submitted by our clients to their beneficiaries.
- ⚡ Continuous professional training of employees and optimal planning help us serve our customers efficiently.
- ⚡ Accuracy Efficiency.
- ⚡ speed in Response.
- ⚡ Reliability and suitability .
- ⚡ Prices Competitive .
- ⚡ Flexibility in Dealing.



Our values

- ⚡ Integrity.
- ⚡ Credibility.
- ⚡ Professional.
- ⚡ Full commitment to deadlines.
- ⚡ Building close partnerships with our clients.
- ⚡ development of a professional team.
- ⚡ Confidentiality of information.



Our services

First: Accounting Services

- ⚡ Holding and organizing Notebooks: registration of the accounts Monthly and Annual for small and average establishments, which is done by making periodic visits to companies or via the Internet, and establishing an archiving system that preserves financial data in accordance with tax requirements.
- ⚡ Establishing accounts and developing a guide that complies with accounting standards, preparing models for monthly reports and models for the flow of administrative operations in companies.
- ⚡ Extracting comparative financial statements and examining the integrity, reliability and appropriateness of their data



Our services

Second: Financial management services

- ⚡ Financial Consulting
- ⚡ Preparation and analysis of financial statements
- ⚡ Annual budget management
- ⚡ cash flow analysis
- ⚡ Economic feasibility analysis
- ⚡ Debt and Finance Management
- ⚡ Financial risk management
- ⚡ Company and asset valuation
- ⚡ Auditing
- ⚡ Financial reporting
- ⚡ Payroll and Benefits Preparation
- ⚡ Financial capacity training and development



Our services

Third: Tax services and Zakat tax services

We understand well the complexity of things related with zakat and taxes, therefore we strive to help our clients to understand systems and the laws that exist and its applications, as we understand that it is important for facilities to align their needs with taxes (tax) income and VAT (Value Added Tax) and strategies zakat. This design is to help clients in issues tax private through our partners, certified tax agents.



Our services

Fourth: Consultations services

Services are considered consultations finance from things mission for success the company or the institution and that services on way example no exclusion:

- ⚡ construction and review Policies and procedures Finance.
- ⚡ formation and review order Financial in the company.
- ⚡ Analysis Financial and indicators Finance for the company.
- ⚡ Services Finance Other Same Relationship
- ⚡ Consultations Related with accounting systems and programs; we provide assistance to the client.

While The following:

- ⚡ to choose Appropriate accounting software.
- ⚡ organization
- ⚡ Tests Acceptance.
- ⚡ analysis results Business.
- ⚡ a test building Systems.
- ⚡ Support Direct.
- ⚡ administration Projects financially and administratively.
- ⚡ a test Integration Systems.
- ⚡ to support what after Operation.

We also work in partnership with our clients to find Solutions The occasion for their activities beginning from Strategy and finally by application.

Our services

Fifth: Inventory Assets services

What is barren origins?

Barren assets the practical accounting and administrative aims to track and documentation assets owned for company or institution certain.

The basic goal from barren origins verify from presence all assets listed in records, accounting, and update its value market and finance with what reflects the current condition, this amazing process contribute to improving administration resources, enhance transparency finance, and provide data minute help in take decisions strategy.

We believe that administration assets in a way precise and reliable the basis success investment for any a job.



Our services

Sixth: Governance Companies Services

Identification Governance:

- ⚡ Accountability
- ⚡ Transparency
- ⚡ Justice
- ⚡ Responsibility Social

importance Governance Companies:

- ⚡ Enhance Transparency Accountability
- ⚡ To improve take Decisions
- ⚡ Attract and development Talents
- ⚡ Enhance continuity Business
- ⚡ To improve Access to head Money

List Governance Companies:

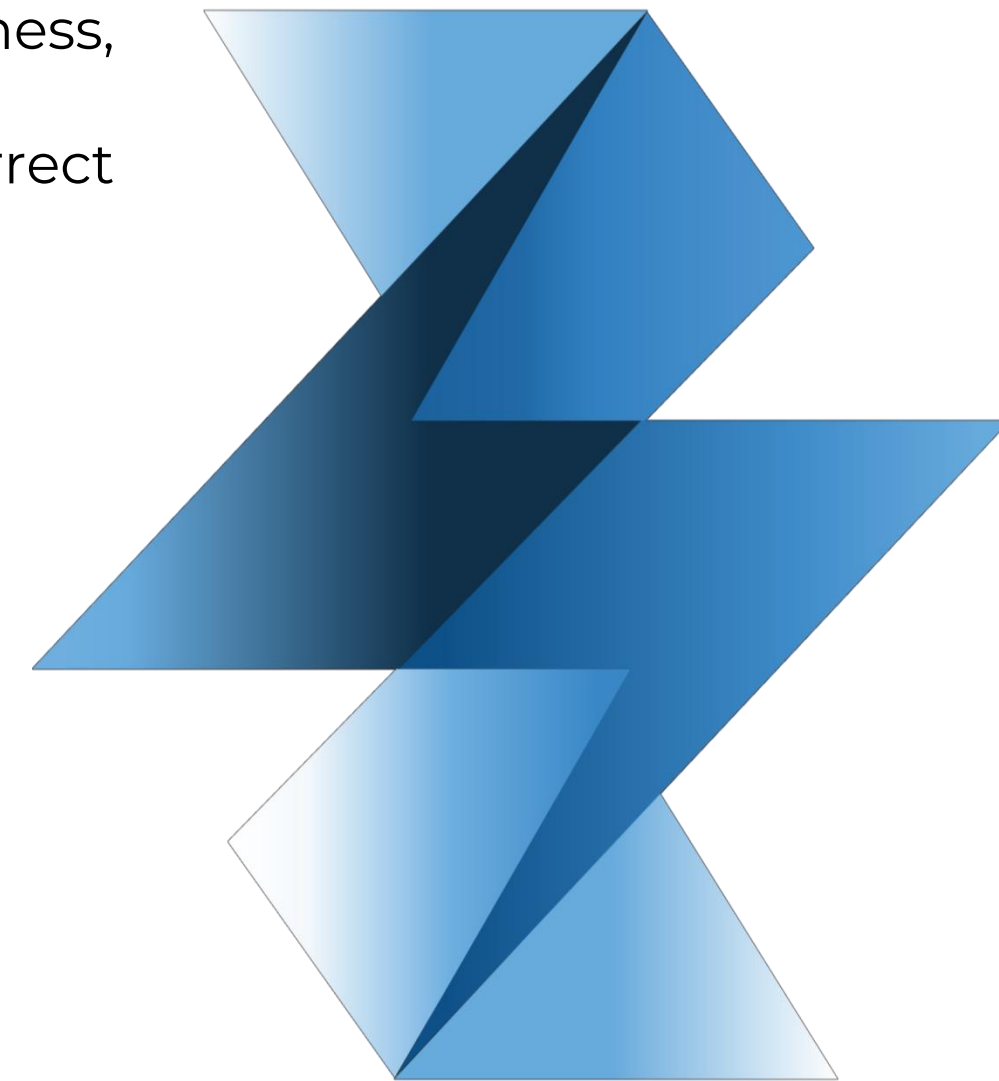
- ⚡ To set Roles Responsibilities
- ⚡ Policies Disclosure
- ⚡ Procedures Accountability
- ⚡ Rights Contributors
- ⚡ Administration Risks



Our services

Seventh: Feasibility Studies services

Feasibility Studies is important for projects that represent investments big for your business, especially that projects that has possible big impact on your presence in the market. It is to help choose between opportunities available for investment in the project in a way correct and clear.



Our services

Eighth: Retirement planning services

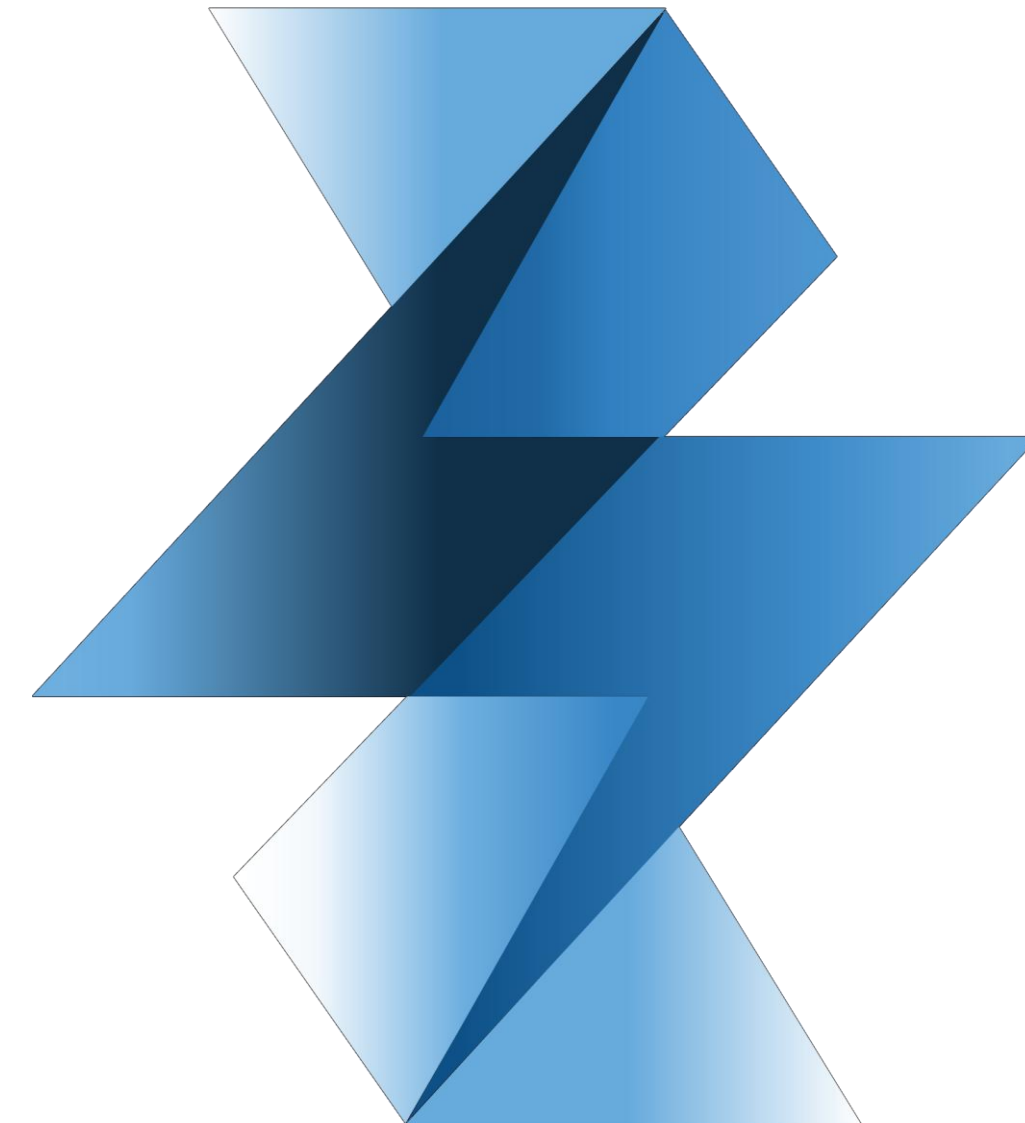
- ⚡ Financial planning for retirement: Identify future financial goals and provide strategies to achieve them.
- ⚡ Preparing savings strategies: Tips on how to save money for retirement, such as retirement accounts and savings funds.
- ⚡ Investment management: Develop an investment portfolio that guarantees stable and secure returns.
- ⚡ Tax planning: Reducing the tax burden on retirement savings.
- ⚡ Risk management: Protecting individuals from financial risks after retirement, such as market fluctuations and health insurance.
- ⚡ Planning for heirs: Arranging inheritance and ensuring smooth transfer of funds.
- ⚡ Early retirement: Helping individuals who wish to retire before the usual age.



Our services

Ninth: Online Fin-Tech services

The online service, provided by Fin-Tech (financial technology) companies, involves entering a company's data into a specialized accounting system that operates on the Internet. This service enables rapid communication with customers, ensuring efficiency and convenience.



MUNJIZ for Administrative and Accounting Services

Our Team

Our team has over 20 years of experience in the financial sector, financial management, company classification, preparing economic feasibility studies and internal auditing, taxes, zakat and commercial law and administrative affairs of small and medium enterprises.





CONTACT US



Abu Dhabi, United Arab Emirates



+971 54 505 00 89



info@munjiz.ae



www.munjiz.ae