

## Interservices Shared Services

**Interservices** offers Services with added value geared to supporting the Functional Areas of Organizations, including Human Resources, Customer Service and Logistics. By offering a wide range of Professional Services, **Interservices** allows Organizations to concentrate on the strategic aspects of their Business, offering Support for critical areas that require special knowledge and expertise based on state-of-the-art technology.



### INTERSERVICES Shared Services

Some of the Solutions of this Service Line include:

#### 1 – Administration

- Writing and revision of Financial Statements; professional reports
- Consolidation of Financial Statements
- Management of Suppliers, both foreign and domestic Companies
- Registration and analysis of transactions
- Maintenance and updating of Accounting Ledgers
- Tax Planning
- Monthly Management Reports

#### 2 – Budget and Finances

- Creation and/or Consolidation of Budgets
- Monthly budget control
- Management and Settlement of local and international payments (includes e-payments)
- Payment Administration for submission to Government Entities
- Investment Administration
- Analysis and Creation of Investment Projects
- Collections Management

#### 3 – Corporate Administration

- Incorporation of domestic and foreign Business Organizations
- Contractual and bylaws reforms
- Corporate reorganization
- Changes in jurisdiction due to a change in corporate domicile
- Dissolution, extension and liquidation of domestic and foreign business organizations
- Administration of corporate management and controlling bodies (Shareholders' meetings, Board of Directors, and Statutory Auditing Committee)
- Registration of corporations with business organizations control authority
- Publications in the Official Gazette

#### 4 – Human Resources Management

- Payroll settlement
- Reporting to social security divisions
- Receiving social security inspections
- Relations with health insurance providers (both public and private)
- Personnel Training

- Organizational Change
- Team Work
- Negotiation techniques
- Internal Communications – resolution of crises upon external communications
- Performance Management
- Recruitment and Staffing
- Competency-based Management

#### 5 – Auditing and Control

- Auditing of corporate management
- Coordination, control and execution of contracts and all legal and administrative issues of joint ventures
- Due diligence of new businesses
- Verification of expenses in joint ventures
- Assessment of operational costs
- Analysis of capital expenditures, cash calls and cost statements

#### 6 – Communications and Hardware and Software Maintenance

- Administration of back-office systems
- Communications management (includes operational maintenance of national and international links)
- Maintenance and support of the logic network (software)
- Maintenance and support of the physical network (hardware)
- Maintenance and support of the telephony network
- Monitoring of servers and links
- Automatic back-ups
- Analysis, budgeting and implementation of special projects

#### 7 – Insurance Management

- Analysis and advisory services on insurance coverage
- Bids for national and international Coverage
- Request and Analysis of Quotes
- Management of policy issuance
- Loss: reports, follow-up and payment

#### 8 – Additional Tasks

- Support and business management abroad