

**INORBIT INTERNATIONAL**  
MANAGEMENT & ADVISORY SERVICES



**INORBIT INTERNATIONAL**  
Management & Advisory Services

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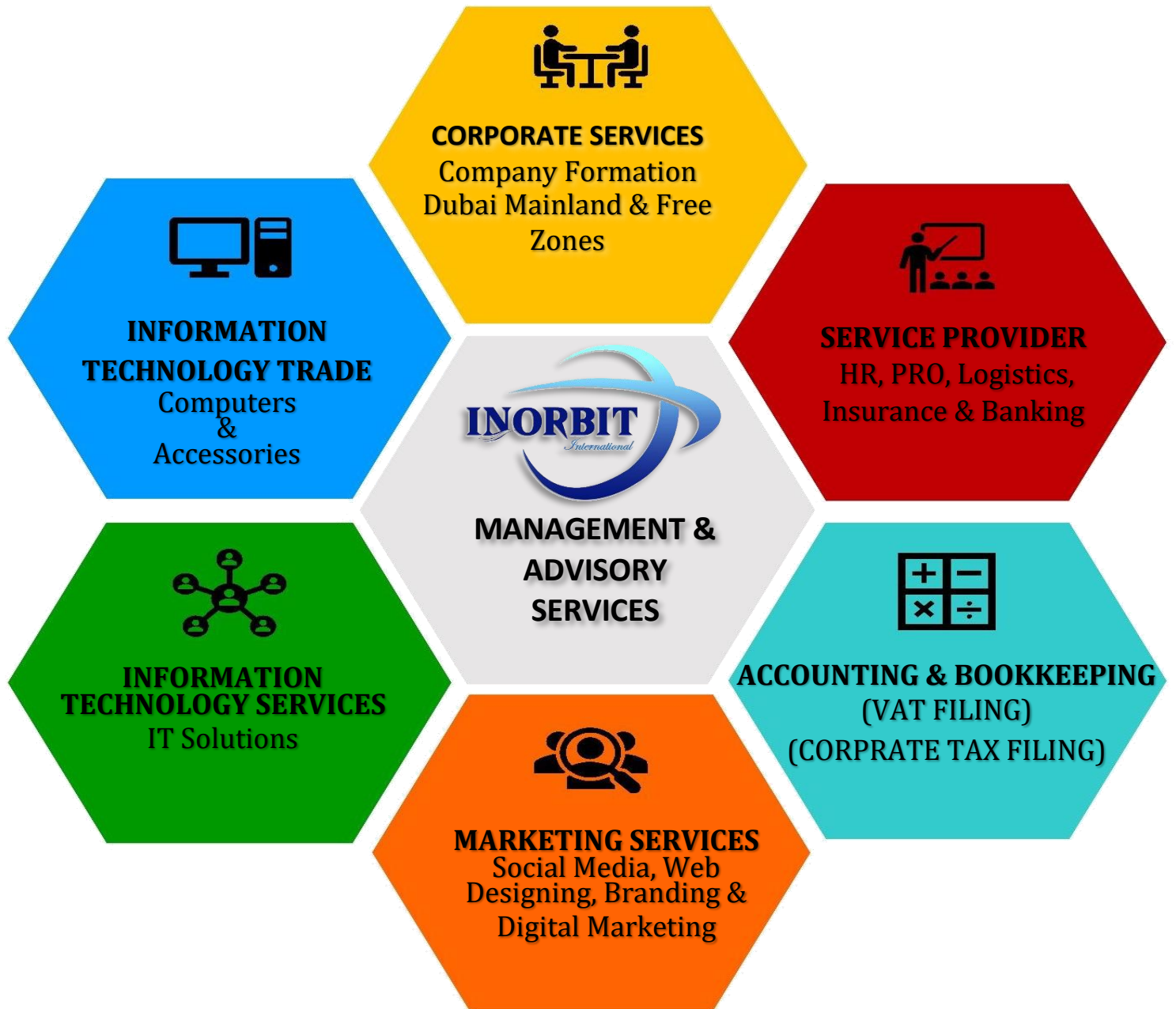
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## **COMPANY PROFILE**

Inorbit Management & Advisory Services – FZCO was established in 2015. We offer advice and expertise to organizations for enhancement & development of their business performance in terms of operations, profitability, management, structure and strategy. Although the workload can be heavy, consulting is a sociable profession with plenty of networking opportunities. We provide assistance to businesses looking to form new companies, expand their current offshore businesses or set up their representative offices. In addition, we also provide solutions to clients who are currently not in UAE.



## **KISHOR MANS – MANAGING DIRECTOR**



I am a qualified & experienced professional with over 2 decades of work experience in the Middle East. My expertise lies in Finance, Business Administration, Human Resources, Trade Finance and Logistics. Additionally, I have held senior management positions in the following sectors: Consumer Electronics (South Korean company) - Dubai Musical Instruments, Professional Audio (Japanese company) - Dubai Trade Finance (Banking) - Kuwait & Dubai. During my tenure at Yamaha Music Gulf I specialized in company regulations, Code of Conduct, and Compliance. Having held multiple senior management positions, I travelled to Africa, Middle East, GCC Countries, Japan, South Korea and the Indian Sub-continent.



**VISION Customer Satisfaction** - Accurate and timely service provider. Business Setup - Human Resources, PRO, Logistics, Banking & Insurance. Finance & Business Administration - Marketing, Information Technology Solutions, Computer & Trade Accessories.

**MISSION One Stop Solution**  
Innovative Services Provider for Business Enhancement & Development.



## **SERVICE PROVIDER**

Human Resources, PRO & Logistics Services, Banking & Insurance.  
Business License - **Commercial, Industrial & Services. (Dubai Mainland & Free Zones)**  
Offshore companies – **Registrations**

## **INNOVATIVE SERVICES**

Accounting is the backbone and necessity of every entity or business irrespective of its type. Maintaining accurate, reliable and timely financial is very essential for running a successful business.

## **BOOKKEEPING & ACCOUNTING SERVICES**

Accounting is the backbone and necessity of every entity or business irrespective of its type. Maintaining accurate, reliable and timely financial is very essential for running a successful business.

An excellent financial report can help a company to boom in the market with proper planning. At every level of a company's decision making, accounting and bookkeeping plays a vital role, which helps to budget and forecast its future.

- Accounts Receivable and Payable.
- Purchase, Sales & Inventory reports.
- Forecasting and Projections, Bank Reconciliation & Cash Flow.
- Preparation and Mapping the Chart of Accounts. Profit and
- Loss comprehensive income statement & Balance Sheet.
- Applying for TRN No. (Tax Registration Number) & Corporate Registration Tax and filing the Tax returns.
- Filing VAT returns, Audit Reports & Accounting related reports.
- Economic Substance
- Liquidation of Companies



## **CORPORATE SERVICES**



We specialize in designing specific services which help business owners to start a business operation in a cost-effective manner as per your desired location. When you are venturing into a new location to establish your business or expand your business, it is important to take local guidance for the success of the venture.

Free Zones in UAE: Free Zones in UAE are in very much in demand for special customs, taxes, import rules and regulations which are not governed by the general procedures applicable in the Middle East. UAE has more than 40 Free Zones that allow foreign investors to own 100% of shares in the company without the need for a local sponsor. Services include methodology that cares about approvals, legal compliances and registration with authorities, and other required formalities.

- Establishing companies in UAE - Dubai Mainland & Free Zones.
- 100% Ownership - UAE, OMAN, and SAUDI ARABIA. Helping foreign Investors to setup business operations in U.A.E.
- Business enhancement - Revenue generation, project planning & conducting seminars.
- Provide Services - Human Resources, PRO & Logistics Services.
- Advisory Services - Banking and Insurance.
- Helping Business License - Commercial, Industrial & Service. Offshore companies –
- Registrations & Renewals.

## **Human Resources:**

We source candidates for managerial, executive, or other highly specialized permanent positions in most industries and sectors.

As a team of qualified HR professionals, we are able to confidentially identify suitable candidates, define the role requirements, carry out initial screening, reference checks, behavioral interviews, negotiations on remuneration and finalize the employment contract. We also provide in-house consulting services for companies seeking to engage temporary consultants.

Our team of consultants is selected based on their wealth of knowledge, experience, interpersonal skills, and business expertise. Likewise, our consultants are generally at a point in their careers where it is rewarding to give back and share their knowledge and successes to help businesses improve and prosper.

HR services solutions include benefits and updating the UAE Labor Laws & regulations

- Staff Recruitment – Temporary/Contract within U.A.E or Overseas.
- HR policies and procedures
- Payroll Administration & Staff Insurance
- Advising with visa procedures & End-of-service calculations



## **LOGISTICS**

Logistics is a full-service third-party logistics company offering end-to-end supply chain services with expertise in warehousing, fulfilment, distribution, and freight forwarding to a global customer base. Extensive portfolio of services, proven track record of customer service.



## **PRO SERVICES**



- ▶ **Business License & Visa - New, Renewal & cancellation**
- ▶ **Amendments - License & Memorandum of Association**
- ▶ **Attestation of documents**
- ▶ **Legal Translation**
- ▶ **Staff Medical check-up & Emirates ID Assistance**
- ▶ **Staff Medical Insurance**
- ▶ **Company Insurance**
- ▶ **Ejari Assistance**
- ▶ **Import & Export Code**
- ▶ **Many more services to follow as per the customer**

- Processing of visa applications - new, renewal & cancellation of Visa(family relatives/spouse and others).
- Business license renewals & cancellation.
- Translation of legal documents.
- Requirements for the Emirates ID & medical check-up.
- Notarization and/or attestation of legal documents and others.
- License and memorandum of association (MOA) amendments.
- Easing government procedures and requirements.

## **MARKETING SERVICES**

**Innovative marketing services to clients**

- Digital Marketing.
- Social Media Marketing.
- Influencer Marketing.
- Web or App Development.
- Public Relations.
- Branding Services.
- Software Development.





## **INFORMATION TECHNOLOGY SERVICES**



We specialize in designing specific services which help business owners to start a business operation in a cost-effective manner as per your desired location. When you are venturing into new location to establish your business or expanding your business, it is important to take local guidance for the success of the venture. Our mission is for solid foundation for your business with Software development services including design, development, analytics and business intelligence, integration, monitoring, maintenance and round the clock support to their IT infrastructure.

## **INFORMATION TECHNOLOGY TRADE**

We specialize in designing specific services which help business owners to start a business operation in a cost-effective manner as per your desired location. When you are venturing into new location to establish your business or expanding your business, it is important to take local guidance for the success of the venture. Our mission is for solid foundation for your business with Software development services including design, development, analytics and business intelligence, integration, monitoring, maintenance and round the clock support to their IT infrastructure.

## **PROMOTING BUSINESS ACTIVITIES**

- **U.A.E**  
Dubai Mainland & Free Zones.
- **Offshore Companies**  
Registration.
- **100% Business Ownership**  
UAE, OMAN & SAUDI ARABIA





## **INORBIT OFFERS DIFFERENT TYPE OF PACKAGES**

### **Start-up Package**

- ❖ Company Formation with related documents
  - ❖ A. Trade License.
  - ❖ B. Share certificate.
  - ❖ C. Memorandum of Association & Article of Association.
  - ❖ D. Formation Certificate
  - ❖ Processing of Investor Visa.
  - ❖ Bank Account opening Assistance
- 
- ❖ One Time Services provided

### **Innovative Package**

- ❖ Company Formation with related documents
  - ❖ A. Trade License.
  - ❖ B. Share certificate.
  - ❖ C. Memorandum of Association & Article of Association.
  - ❖ D. Formation Certificate
  - ❖ Processing of Investor Visa.
  - ❖ Bank Account opening Assistance
- 
- ❖ Corporate Services
  - ❖ A. Banking.
  - ❖ B. Insurance.
  - ❖ C. Logistics.
  - ❖ D. H.R Services.
- 
- ❖ Accounting & Bookkeeping
  - ❖ Registration, filing of VAT & Economic Substance
  - ❖ Liquidation of companies
- 
- ❖ Quarterly basis services provided

**Charges as per quantum of the work**

### **VIP Package**

- ❖ Company Formation with related documents
  - ❖ A. Trade License.
  - ❖ B. Share certificate.
  - ❖ C. Memorandum of Association & Article of Association.
  - ❖ D. Formation Certificate
  - ❖ Processing of Investor Visa.
  - ❖ Bank Account opening Assistance
- 
- ❖ Corporate Services
  - ❖ A. Banking.
  - ❖ B. Insurance.
  - ❖ C. Logistics.
  - ❖ D. H.R Services.
- 
- ❖ Accounting & Bookkeeping
  - ❖ Registration, filing of VAT & Economic Substance
  - ❖ Liquidation of companies
- 
- Other Business Set-up Services
- ❖ Renewal/Amendment of License or any other activities
  - ❖ Investor & Employment Visa processing
  - ❖ Drafting Guidelines, Policies & Procedure.
  - ❖ Office Space Assistance
  - ❖ Service
  - ❖ Marketing Services
  - ❖ IT Services
- 
- ❖ Annual basis services provided

**Charges as per quantum of the work**

## **TARGETED REGIONS**

- Middle East** – Due to strong presences in UAE, we promote Middle East region.
- Africa** – Complete Africa region for which we have presence of social media marketing.
- CIS** – Commonwealth of Independent states (Russia, Azerbaijan, Uzbekistan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan & Armenia comprise the Commonwealth of Independent State). In the process of sourcing the right candidate as it should be Russian speaking.
- Japan** – Strong networking presence in Japan which will promote formation of the company & other services in UAE
- India & China** – Marketing through Social Media Platforms and Networking.
- Israel** – Introduction of new market in UAE, we are trying to source out the right Event Management Company for promoting this region.
- North America & Europe** – Marketing through Social Media Platforms and Networking.

*T & C Applied*

## Channel Partners

