



## **INTRODUCTION**

Atieh Paydar (AP) is the youngest member of the Atieh Group, established in December 2008 to provide Iranian and international companies with Outsourcing Accountancy, and Pay and Benefit Services. AP provides outsourcing services including Financial Accounting, Business Accounting; Tax Advisory as well as Payroll Services.

## **OUR MISSION**

The mission in Atieh Paydar is to provide reliable, up-to-date and in-time services, focusing on professionalism, confidentiality, data security, and responsiveness to Client needs and requirements. Our main goal is to provide Atieh Group Clients with the opportunity to pass on the burden of accounting and payroll issues to AP so that they can fully concentrate on achieving their business objectives. As such AP considers itself as an extension to your business operations covering accounting and payroll aspects.

## **OUR MANAGEMENT PHILOSOPHY**

In line with the general philosophy of the Atieh Group AP has been founded upon the following management philosophy:

- \* Fulfill our professional role as an outsourcing accounting company
- \* Achieve the highest standards of excellence
- \* Win the trust of our clients by respecting confidentiality and transparency

## OUR SERVICES

Outsourced Bookkeeping, Accounting & Tax Services, including:

- \* **General Ledger**
- \* **Accounts Payables and Receivables**
  - \* **Bank Reconciliation**
  - \* **Payroll Services**
  - \* **Inventory and Fixed Assets**
  - \* **Accounting Setup**
- \* **Cash Flow Forecast & Budgeting**
- \* **Financial Statements & Reports**
- \* **Monthly, Quarterly, Half Yearly & Year-End Review**
  - \* **Management Reporting**
  - \* **Financial Analysis**
- \* **Financial Data Security Management System**
- \* **Tax Filing: Income Tax Return Filing Services**
  - \* **Official Ledger Writing**
- \* **Advisory on Tax Structuring and Interaction with Tax Authorities**

## OUR STAFF AND NETWORK OF EXPERTISE

Our staff has a diverse, but relevant set of background and knowledge base and reflects high levels of professionalism. Our team comes from Management, Accounting and Finance backgrounds, worked in highly reputable Iranian and International companies, and is fully aware of up-to-date financial and accounting methods. Appreciating the evolving nature of practices and regulations in the fields of accounting, payroll and taxation as well as the need to reconcile Iranian and foreign accounting practices, our team members continuously visit courses to remain fully prepared for the complex tasks in accounting, reporting and payroll services.

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*Atieh Paydar is a member of Atieh Group*

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