



**PROFILE**

**SMT CONSULTING GROUP**

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# SMT CONSULTING GROUP

SOFTWARE | HR SERVICES | TRAINING | PAYROLL PROCESSING |  
ACCOUNTING | TAX |

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## Introduction

At SMT Consulting, we don't think of ourselves simply as consulting firm. We help business to grow and succeed is what we really do. For this reason, we provide a broader range of services and capabilities, and a deeper level of expertise and involvement, than most people generally expect from a consultancy firm. From our core offering of tax and corporate advisory services, to diverse information technology, HR services to training and development, to highly specialized outsourcing services – SMT Consulting is equipped to provide organizations of all sizes – and in most industries – with the information, insight and guidance they require to achieve their business goals.

SMT Consulting's culture is to focus on the client. The success of the clients is attributed to the people on the SMT team and the knowledge and competence they can deliver to clients. The success of SMT relies on the success of our customers.

We delivers innovative and sustainable business process excellence solutions by thoroughly listening to our clients, understanding their goals, and processes, designing a deployment plan that addresses our clients' needs, and together with clients executing with a focus only on their success and with the mind set of rapid results, lasting culture and behavior change.

# Software

Our IT business segment provides software solutions to different industries. Our software and ERP development services come with all the help and support our client need to ensure custom software project is successful and delivers a return to the business.

Our unique approach has been proven via ERP and IT strategy, selection, implementation and benefits. In addition, we have the flexibility to work with our clients on longer-term engagements and to adapt to increased and modified project scopes throughout the engagement.

Our ultimate goal is to provide software solutions that help our clients drive more value to their customers, giving them the tools to build greater value into their business with prompt delivery of products and services, while maintaining superior after sales support.

For your all software / ERP needs kindly contact us.

**Software / ERP**  
solutions for different Industries

SMT Consulting Group is a rapidly growing consultancy firm providing services of accounting, HR, training, income tax and sales tax. Besides afore said services we also provide website designing, software and ERP solutions for various industries. Our software / ERP solutions are user friendly and available in both desktop and cloud based versions.

<p><b>Main Features ****</b></p> <ul style="list-style-type: none"> <li>- Inventory / Distribution</li> <li>- Complete Financial reporting</li> <li>- Federal &amp; provincial tax Compliant</li> <li>- Payroll / HR management</li> <li>- Dashboard Reporting</li> <li>- KPI / Performance Management</li> <li>- Various types of profitability reports</li> <li>- Multi currency</li> <li>- Multi company feature</li> <li>- User rights management</li> <li>- Business intelligence tools</li> <li>- MRP / Production</li> </ul> <p>**** Features may vary</p>	<p><b>Best For</b></p> <ul style="list-style-type: none"> <li>- Manufacturing</li> <li>- Import / export</li> <li>- Trading</li> <li>- Pharmaceutical</li> <li>- Hospital</li> <li>- Textile</li> <li>- Point of sales</li> <li>- Customer Service</li> <li>- NGO / Non-Profit</li> <li>- Oil and Gas</li> </ul>	<p><b>Implementation of:</b></p> <ul style="list-style-type: none"> <li>- Quick book</li> <li>- Sage Peachtree</li> <li>- Tally</li> <li>- MYOB</li> <li>- Microsoft Dynamics</li> </ul>
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## Training and Development

A company needs top performers. **SMT Consulting Group** can help you design and deliver development and performance management programs that engage employees and enable them to be successful. Creating an organizational culture that supports and rewards learning and development contributes directly to employee engagement, loyalty, and bottom line success.

Our **In-house Trainings** to executive education, aimed at helping executives and managers build the skills necessary to implement the strategy within their organization. The advantage of In-House Training is that the instructor can tailor the event to meet client specified learning objectives. In-house courses are typically delivered in 1 day or 2 day formats depending upon the number of executives involved in the training and the depth of information desired by participants.

We have trained large numbers of employees of prestigious organizations such as **S.S.G.C., Pakistan Refinery Ltd, Byco Oil, British American Tobacco, Lakson Tobacco Company Ltd, Pak Oman Investment Co, Mitsubishi Corporation, Arif Habib Ltd, SME Bank Ltd, International Power, HUBCO, Pak Kuwait Investment Co, KESC, ICI Pakistan, First Woman Bank Ltd. MCB Bank, Burj Bank, Shell Pakistan, Dubai Islamic Bank, Coca Cola, University of Karachi, IBA, Agha Khan University, Sante Pharma, Zafa Pharmaceutical, Maple Pharma, IBM, Pakistan Steel Mills etc.**

**Note:** Training on various topics can also be designed as per client specific requirement.

## Recruitments

Our total quality management program means that we have a fully integrated staff **recruitment and selection process**. It includes detailed assignment briefing and fully validated testing procedures, as well as psychometric assessments and behavioral interview techniques. Extensive reference checking enables us to select and refer only candidates of the highest caliber ideally matched to your needs.

Our permanent recruitment operation was established to provide a high-quality, professional recruitment service.

**Our HR service includes job analysis, compensation and benefit, performance appraisal, motivation, culture change, HR audit etc.**

## Third Party Contract Staff

As name suggests, under this service model, resources are hired by contractor and deputed on temporary, short-term, full-time, project basis or task based assignments on the premise of Principal Employer / Customer.

We use various innovative ways to search professionals who are willing to work on contract and take task based assignments. Contract Staffing is generally different than Temporary Staffing and require proper understanding of role for individual resource. We make a proper match for the Job Profile and ensure the candidate is willing to deliver the desired result in the stipulated time frame of the project.

Contract Staffing is opted by companies in peak load periods of their business or when companies are in the phase of expansion. Contract staffing is also done for the projects which don't require skills of permanent nature or resources performing non-core functions. Companies get following benefits for opting Contract Staffing:

- Reduction in Internal Administrative overheads
- Reduction in time-frame to hire such resources
- Reduction in Permanent Liabilities of resources and subsequent costs incurred in future development.
- Flexibility in duration of contract
- Flexibility in Compensation Structure of the resource

# Payroll Processing

Increasingly, organizations are choosing to outsource their payroll function as they can enjoy all the accessibility, flexibility and control of running their payroll in-house without allocating their staffing, equipment, time and resources to manage it and all for a surprisingly low cost.

**SMT Consulting Group** provides a full-fledged payroll solution that reduces processing costs while ensuring accurate, streamlined and consistent execution of payroll and compliance needs.

Starting from the core payroll function of Payroll processing all the way to withholding tax payments, Leave/Absence Management, Client Self Service, Employee Self Service etc, are offered as Managed Payroll Services.

In addition to keeping up with constantly changing regulations, withholding rates, EOBI and ESSI requirements, payroll processing is a time-consuming and costly task for most businesses. Taking cue of your needs we will do all the work and offer you the following benefits:

## Reports & Analytics

Our payroll analytics provides secure, web based access to the labor and workforce data required to make sound business decisions. Customizable to fit a company's specific usage it provides relevant, actionable workforce measures to help focus a managers' attention to key business drivers.

- Detailed employee pay/labor distribution details.
- Understanding employee joining and separation trends, and loan & recovery statements.
- Analyze turnover and retention.

## Employee Self Service

Our Employee Self Service Portal (ESS) is a comprehensive HR and process solution that enhances employee experience while minimizing time and effort. This service enables employees to view their personal details, change or update their information in real time and serves as a powerful medium for Employee communication. Key benefits include:

- Employees can view / download their pay slips and their tax computation sheet
- ESS serves as single online interface for all payroll and other HR activities like leave management, payroll related expense management and employee query management.

## Accounting services

Our firm is fully competent to render all types of services related to the profession of accountancy. We makes it possible for even the smallest business to have the same quality accounting services as a larger competitor for often less than the cost of a bookkeeper.

We deliver accurate, secure and quality financial accounting solution by using our own developed accounting software. Our financial accounting services help our clients to make their accounting system work more efficiently and it also helps in increasing profitability. Our focus is on making task simpler and business stronger. On client request we can also maintain accounting record by using world's best financial accounting software such as QuickBooks, Peachtree, Sage Line 50, Quicken, MYOB, etc.

We provides full range of services such as account reconciliation, bank reconciliation, credit card reconciliation, accounts receivable, accounts payable and general ledger maintenance, financial statements. Our accountants help in to developing financial policies and procedures to streamline accounting process. Our financial accounting services will increase the overall efficiency of business operations.



## Tax

We offer a full range of tax planning and compliance. We will work with you year-round if necessary in order to minimize your total tax burden. We monitor the changes in the tax laws that could affect you and recommend tax saving strategies.

Our tax services cover all aspects of income tax, sales tax, federal excise duty. The following are the main services we are offering:

- Obtaining income tax and sales tax registration (Federal and provincial).
- Developing tax planning and strategy.
- E-filing of month withholding tax statements and sales tax returns
- Filing of annual income tax returns and wealth statements of individuals, salaried, AOPs and corporate sectors.
- Finalizing income tax and sales tax audit.
- Representing clients as authorized representative before tax authorities.
- Getting tax exemptions certificate.
- Tax refunds

## Corporate law advisory

We have profound expertise in corporate law services. Laws relating to Security and Exchange Commission of Pakistan (SECP), Trust, Societies all fall under the ambit of our specialize corporate legal services. Our experienced professional adopts highly personalized services to cater your organization's needs. Our services include:

- Formation of companies, trust, societies.
- Filing, registering, representing and verifying any documents including forms, returns & application by or on behalf of the company as representative.
- Advising on legal and procedural matters under the Act.
- Maintaining secretarial records, statutory books and registers.
- Advising clients on e-filing of returns / forms
- Acting as advisor or consultant.
- Appearing as authorized representative before SECP and other government authorities.

## Clients

Our clients include from the following sectors:

1. Manufacturing
2. Telecommunication
3. Information Technology
4. Trading
5. Travel and tourism
6. Advertisement
7. Securities
8. Importers and exporters
9. Others

## Contact

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