

Kabul Neptune Consultancy Services

**WE ARE PART OF BEST ADVISOR AND TRAINERS IN
AFGHANISTAN**



KNCS

FACT SHEET & PROFILES

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History

KNCS Consultant Services

KABUL NCS Consultant Services is non-governmental, non-partisan, non-political, was established formally registered with AISA on October 2018 as a consulting Services company, fully controlled and run by professional well educated experienced Afghan in the area of Management, Finance, Accounting, Taxation, Internal and External Audits, Assessments, Business Planning, consultancies and review engagements.

KNCS Consultant Services is a new Consultancy and Advisory firm registered with AISA (Reg No: 124568). The company's mission is to take part in manage major KNCS Consultant Services expansion focused on professional Audit, Consultancy, Trainings and Advisory services throughout the country. We provide financial, audit, tax, Trainings, Translating and management advisory services to private and public sectors

Although, KNCS Consultant Services is a newly formed company but is committed to serve the Afghan nation & meet the international norms. Therefore what makes us distinguished from other companies is our timeline and bit by bit making time useful so that we can reach professionalism and meet those standards.

Our Vision

To be recognized as the Afghanistan's leading professional firm; bringing real value to clients, investing in our people, supporting our local communities and promoting small, medium and large organizations so as to establish a standard working environment.

Aims

KNCS Consultancy firm aims to play an important role in improving and establishing organizations' management systems, through strengthening the financial and reporting systems, capacitating the human resources, and delivering the required competency starting from leadership to low management within an organization to assist them reach their objectives and find more opportunities for expansion and enhancement.

Principle

KNCS Consultant Services' strategies and programs are being implemented on the basis of following

Principles:

- To respect Afghan culture, Islamic values and universally accepted human rights.
- To be focused on needy and poor segments of the society.
- To be environmentally sustainable.
- Community participation and empowerment

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Objectives:-

KNCS is created to meet the following objectives:

- To seek financial resources and implementation possibilities to the planned Trainings, Advisory in TAX, Financial Management, Audit in Afghanistan.
- To implement the needs of projects and participate in the development of economic and social status of local people.
- planned community level in the country according to the government development
- Plans and funding assistance.

KNCS provides the following Services:

1. *Training*
2. *TAX Advisory*
3. *System Development*
4. *Human Resources*
5. *Project Management*
6. *Administration and Office Management*
7. *Procurement and Contract management*
8. *Marketing and Selling Management*
9. *Training in the Area of Marketing Management*
10. *Technical Software's*
11. *Accounting and Finance Services*
12. *Developing a Business Plan for a New Venture*
13. *Proposal Writing*
14. *Translating*

Training in the Area of Marketing Management

- a. **Caring for the Customer**
- b. **Achieving Success in Marketing**
- c. **Assessing Marketing Opportunities**
- d. **Developing a Competition Strategy**
- e. **Positioning Yourself in the Market**

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- f. Establishing Your Marketing Mix Strategy
- g. Preparing Your Product Strategy
- h. Working Out Your Pricing Strategy
- i. Creating Your Distribution Strategy
- j. Developing an Integrated Marketing Communication Strategy
- k. Improving Your Selling Skills

Proposal Writing

We develop winning proposals. As writing, by nature is difficult, we are here to offer quality services in field of developing proposals in a way to meet the donor's requirement and persuade them that the document is realistic. In addition to Proposal Writing, we develop project completion reports!

We develop winning proposals! You have a concept, and an idea. It needs to attract attention and fund. You need to ask government, donors and funding agencies to support you! You need to sketch your concepts and shape them in the form of proposal. Proposal will give an overall view of your concept to the donor, and how you are going to implement the project and how will it influence the community and benefit the people...so you are at the right location to get connected...

Training

Our Training contain

- Lecturing
- Group work
- Presentation
- Case studies
- Role plays
- Assignment, exams and testing

Training and development is necessary for keeping and running every organization successfully. KNCS is using the best tools to analyze, assess, and identify the key needs of an organization at different levels. Our work is most successful when we work closely with

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clients who are dissatisfied with their results. We are especially knowledgeable in the areas of:

Business Management Training

1. Our QuickBooks System Implementation Methodology
2. Administrative Procedures & Manuals
3. Designing of Administrative Rules & Regulations
4. Designing of Job Description
5. Designing of Management Policies
6. Designing of over-all office setup
7. Designing of the office documentation (Administrative and Management).
8. Development of Organizational Guidance.
9. Management Performance Evaluation
10. Monitoring / Operational Manuals
11. Organizational assessments

Entrepreneurship Training

Business Training Programs

- Business Communication and Conversation
- Public Speaking Programs and Presentation Training
- Business Development
- Budgeting
- Enterprise Development
- Contract Management
- Product Management
- Purchasing Management

Accounting Software Establishment & Training

- QuickBooks
- Accounting in Excel

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Accounting and Financial Training Programs

- Basic Accounting Training
- Basic Fundamentals of Accounting
- Internal Auditing Training
- Financial Management Training
- Managing Accounts Payable & Receivable
- Payroll Preparation and tax calculation
- Fixed Asset Accounting Training
- Financial Risk Management Classes

Financial and Consulting Advisory

KNCS provides a wide range of outsourcing services to meet your organization or project's accounting, tax, financial management and consulting needs. We provide secure, always on, dependable, precise, efficient, real time and cost effective services. Meaningful, well-organized financial records ensure that your organization operations will run more efficiently on a daily basis as they are the foundation of a successful business. We offer complete spectrum of services including your daily financial record keeping, as well as month-end closing, followed by preparation of monthly financial reports and analysis. Our main services are as follows:

- Financial statements preparation
- Account reconciliations
- Accounting system design
- Bookkeeping
- Financial Management Advisory
- Accounting software establishment & training (QuickBooks)
- Organizational Manual Preparation
- Risk Assessment

Accounting systems design

Accounting is the most important part of your business. In order to make proper decisions and run your business or organization successfully, you need to have proper and reliable accounting system to provide you information needed for management and decision making. **KNCS** prepares and designs a proper accounting system for your organization so that you can keep and maintain financial records, calculate your taxes payable, and prepare accurate financial reports and customized reports for your management on time. We design accounting systems for different organizations and sectors.

Bookkeeping

Keeping the books is important to every business, regardless of size. Our accounting services are designed to help you prepare and organize your financial records and then understand what the data means to the financial health of your business or organization. On either a temporary or ongoing basis, we can help you understand:

- Journal Entries
- General Ledger maintenance
- Accounts payable
- Accounts receivable
- Prepare payroll and taxes
- Invoicing System

Financial Management: **KNCS** helps you develop and maintain a proper cash management system, implement control procedures to ensure compliance with your organization policies and international standards, control and manage your funds, receivables, payables, reduce administrative costs, and eventually run successfully and meet your goals and objectives.

Risk Advisory: Every organization is exposed to risk, stemming from a wide variety of sources, whether financial, operational or strategic. Proactive risk assessment and effective risk management will not only safeguard against dangers, but will also identify business opportunities.

Tax Advisory and Trainings

KNCS is one of leading provider of tax services in the country both in terms of the size and scope of our tax practice and reputation. We provide you with the support you need to reach your goals.

KNCS provides following services;

- Indirect taxes
- Tax Legal services
- Tax accounting services
- Tax policy & administration
- Filing tax returns
- Training of Taxation
- Tax Exception confirmation

System Development

Preparation of below manuals:

- a. Strategic Planning
- b. HR Policies
- c. Admin and Finance Policies
- d. Procurement Policies
- e. Compliance Management Plans
- f. Stock and Inventory management policies
- g. Fix Asset Management Policies

Establishment of sound costing, stock control and management information systems
System analysis and operations review

Human Resources

- General Human Resource Management
- Policies & Procedures, Document Retention
- HR Interviewing
- Hiring, Firing, Recruiting and Retention

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Translating

KNCS can Translate Documents from English to Dari, Pashto and Vice Versa

OUR CLIENT

- A. RACC** – Rauf Aziz Construction Management
- B. NESRA** – National Engineering Services for the Rehabilitation of Afghanistan
- C. ELC** – Elham Nabizada Logistic Services
- D. Ministry of Agriculture**

No:	Clients	Projects	Location
1	RACC	Installing and Quick Book Training	Wazir Akbar Khan Street Number 13
2	NESRA	TAX Calculation	Paikob Naswar
3	ELC	Accounting System Development and Training	
4			

Note: Although KNCS is a new established company in Afghanistan, they have Masters and expert team which can run and implement the projects.

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