



ANALYST ZONE

OUTSOURCING, A STRATEGIC MOVE

The outsourcing strategy has continuously delivered greater value for the companies, resulting in very significant cost savings, unwavering focus on core business, higher productivity, increased competitiveness & market share and profitability.

REMOTE EXECUTIVE ASSISTANT FROM INDIA

Hire a bright remote executive assistant from Analyst Zone and experience significant positive changes in your decision making process and increased productivity. Talk to us for a risk free trial.

OPTIMIZE YOUR TIME AND PRODUCTIVITY

Analyst Zone is India based **Knowledge Process Outsourcing** firm, specialized in providing strategic '**Executive Assistance**' to individuals and organizations, assisting in their **decision making processes**.

At Analyst Zone we assume the role of your confidential and reliable executive assistant, perform our tasks with clear understanding of your requirements, personal or business, and be in sync with your objectives. Obviously, our performance is solely measured by your success and the extent of our participation in those critical tasks. We become an integral part of your business, take total responsibility of successful completion of tasks assigned and help you in achieving your short and long term goals.

KNOWLEDGE-DRIVEN EXECUTIVE ASSISTANCE, A VALUE PROPOSITION

Are you aware that a partnership with us could help you develop a synergistic system that help cutting down your costs in specific areas by a staggering **65%-75%**? In other words, increase in the productivity by more than **300%** for the dollars you spend? It simply means we work towards developing a perspective that is similar to yours, put ourselves in your position and develop a clear understanding of your requirements. This would help us to organize resources, put in more number of hours efficiently and derive more knowledge centric and qualitative work for you. That would lead to adding more productive hours for you to get really closer to your goals by accomplishing desired results and achieving measurable benefits.

We think of returns much beyond just an **ROI** and instead we strive hard to develop a long term working partnership with you, which is driven purely by performance and success.

DECLINING ECONOMY, THE REASON TO 'DO MORE'

These are the times when you are operating in most complex economic conditions, you need to do more and your people need to achieve more in a perpetually limited amount of time available. Is there a better solution other than drastically increasing productivity in every possible sphere of your business, lowering the costs simultaneously and still be able to maintain high efficiency levels? In essence, it is all about 'doing more for less'. This is a business imperative and to 'achieve more for less' we have conceptualized technology enabled services that are highly personalized, robust, flexible and scalable.

This is right time for us to talk and together we could explore all the possibilities to minimize or almost nullify the negative impact to your business, caused by the prevailing general economic slowdown, intense competition in the marketplace or other factors.

Analyst Zone
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SERVICES

EXECUTIVE ASSISTANCE

Our Executive Assistant is an **intelligent, highly versatile, well-informed, talented and down to business professional**, who strives hard to gain deeper understanding of your requirements, works with realistic speed and provides you with the most desired results. A proactive and knowledgeable executive assistant from Analyst Zone would assist you in

- Exhaustive Internet Research
- Client Relationship Management
- Updating Blogs, Content Management, Discussion Boards, Wiki, Article submission
- Social media marketing and submission
- Web analytics tracking and reporting, Expert keyword research
- Set-up of online survey and management
- Business Correspondence
- Meeting/Event Planning
- Recruitment Services
- Document Proofreading/Editing/Formatting
- Excel Spreadsheet Development
- PowerPoint Presentation Development
- Online/Offline Database Management
- Email/Calendar/Tasks Management
- Proposal/Report/Contract Writing
- Purchasing Services
- Reading, studying and providing suggestions and recommendations

MARKET RESEARCH, IN-DEPTH

Our Research Analyst will help you in acquiring all the information you need to make informed business decisions that help you gain competitive edge. We conduct extensive online research to capture the information from very reliable secondary sources on the net. You'll appreciate how strategic the decision is in asking us to do...

- Market Research - Global, Country and Region specific
- Competitive Research
- Company Research, Industry Research and Executive Briefs
- Market potential study, Detailed Product category and sub categories study
- Data Analysis
- Online Research for in-depth and most relevant information to gain deeper insights and for compelling actions
- Presentations on findings, conclusions and suggestions

LITERATURE SEARCH

A literature search provides you with an overview or detailed information that is available on your specific subject or question regarding a published work. The term refers mainly to published information that is available in public domain. The material can range from a listing of relevant publications to an in-depth report on information available.

Researchers, authors and writers, please note. Do you have enough time to look into millions of websites and other sources?



WE HAVE WORKED WITH

Management Consultants, Corporate Trainers, Speakers, Authors, Editor, Educationist, Documentary/Movie Maker, Script Writer, Historian, Scientist, Healthcare Professionals, Recruiters, Investment Banker, Stock Exchange Member, Event Manager, Business Managers, Fund Managers, Entrepreneurs, Researchers, Students, Not-For Profit Organization, Marketers and Online Businesses, Agencies, Corporate and Non-Corporate Executives, Company Directors, VPs, GM and CEOs

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MARKET STUDY- DATA TO KNOWLEDGE

We assist you in capturing critical data from credible sources and create a repository of useful information specific to your needs, thereby helping you in gaining crucial competitive edge in the marketplace!

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SOURCING FROM INDIA, A NEW SOURCING HUB

We will help you determine the feasibility of sourcing of products and services from India, for gaining **realistic cost advantages** in comparison to other sources. Identifying the sources typically would be based on the reputation, scale, financial standing, credit rating, pricing, adherence to quality and timeline, logistics and host of other relevant parameters.

SALES ORDER PROCESSING

We will work with zero error performance on tedious and time consuming online processing systems and related databases such as

- Sales Order Processing
- Payment Processing (Virtual terminal)
- Paypal Account
- Order Fulfilment
- Vendor Managed Inventory programs

Our handling of sales order processing would result in efficient execution of orders with precision and free up your time for you to focus on improving sales and developing new business. Keep your customers happy and leave your worries behind.

BUSINESS CRITICAL APPLICATIONS

We can work on any complex, custom-built or general software application that is critical for your business but painfully time consuming to work on, by accessing the same online and save you significant amount of time and effort! We maintain critical databases for applications wherever applicable.

Few examples are

- Sales Force Automation
- Knowledge Management Applications
- Client Relationship Management
- HR Management
- Hospital Management Applications
- SCM Tools
- Email Client Tools
- Order Fulfillment Tools
- Web 2.0 Tools

PROJECT MANAGEMENT

We will manage your project efficiently to achieve your goals. With our Online Project Management efforts we'll be able to

- Work with you to determine project goals and deliverables
- Prepare project plan
- Select and manage project team
- Track and communicate project status
- Manage project to achieve specified goals

DESKTOP PUBLISHING

We assist you in developing the following creative assets for your company that conveys a professional and consistent image

- Newsletters development
- Brochures and Flyers
- Letterhead
- Business Cards
- Invitations
- Logo Designing

REMOTE DESKTOP ACCESS

We will access your cluttered desktop remotely and manage it efficiently. We will help you save a lot of time by undertaking trouble shooting, cleaning up and enhancing the performance by managing your desktop, thereby assisting you to focus on real issues. We will manage your critical applications, organize thousands of files and make it a pleasure to work on your desktop.

ANALYST ZONE AS YOUR BACK OFFICE

Dedicated teams are ready to back up your executives with all the supporting functions. One of sure shot ways to increase productivity of your executives and keeping them totally motivated!

ABOUT US



We are a team of highly motivated people, lead by **Deepak Nandana**, a senior professional from this industry, aiming to provide immense value to the clients by offering services that are dependent on **human intelligence** and **common sense**. We are a pure performance driven consulting organization and work in sync with performance metrics devised by the client. Our value addition comes in the form of continuous improvement in the quality of deliverables and a learning

process that never stops!

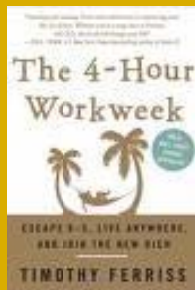
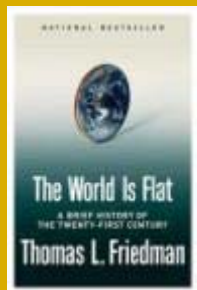
You will have a dedicated executive assistant working for you who has access to other resources that are critical for managing the tasks. This would take away the burden of you having to formally employ one, provide training and incurring all the costs associated. Your executive assistant at Analyst Zone would help you in freeing your precious resources to deliver more value effectively.

OUR PEOPLE

Our teams of well qualified Research Analysts / Executive Assistants have gone through extensive training on latest online research tools, search techniques and critical applications. The domain expertise comes from valuable learnings from every sphere of delivery cycle. The team consists of most talented and dedicated professionals from KPO industry and our efforts are always directed towards bringing you the **revenue-impacting insights**.

INTERESTING READING

Read more about how these outsourced services are looked upon as business imperatives in the coming years, as suggested by **Thomas L. Friedman** in his best seller '**The World is Flat**' and an interesting account by **Timothy Ferriss** about how such services impacted his personal and business life in his book '**4-Hour Workweek**'



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