


metroONN

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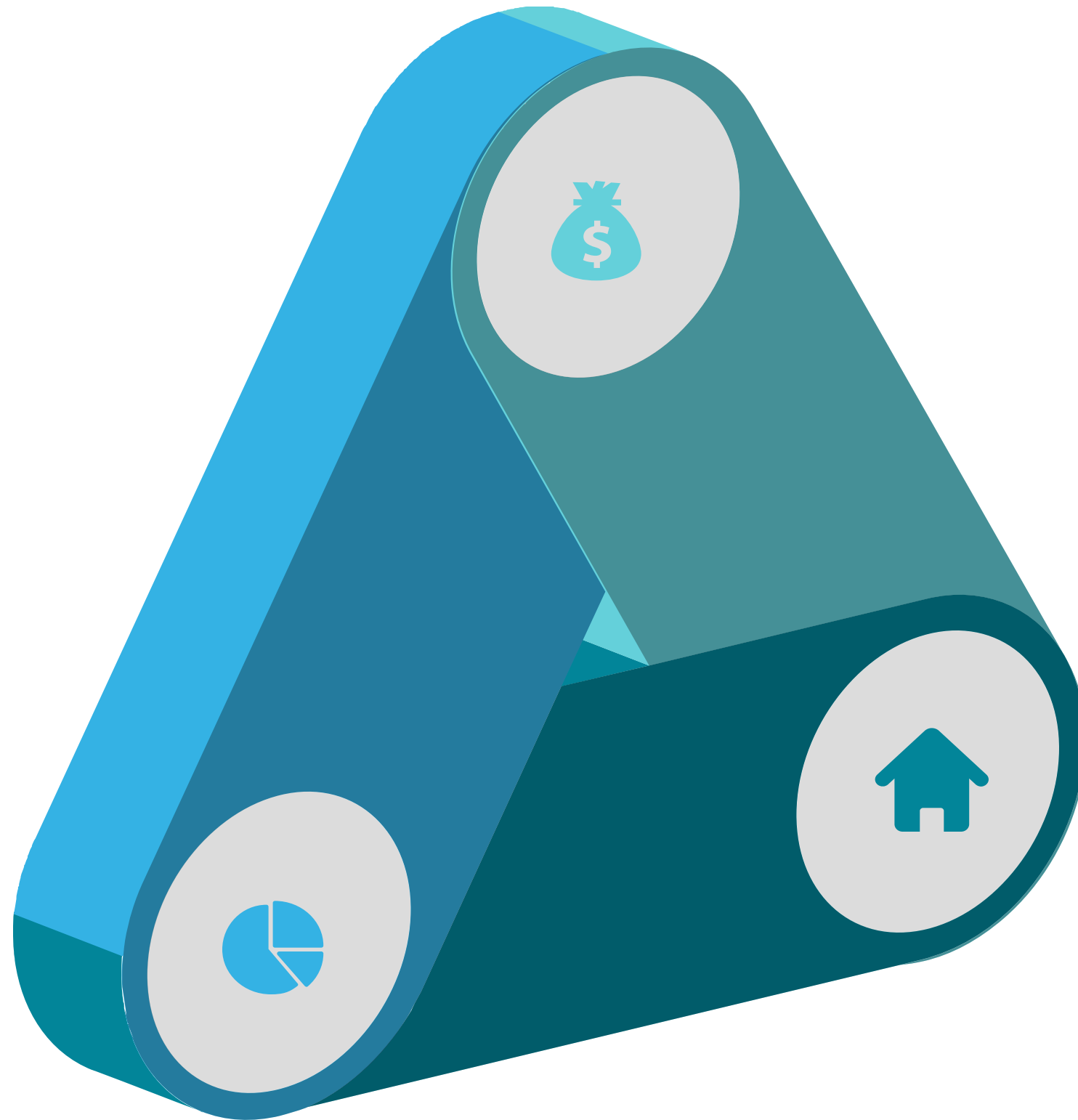
OUR CUSTOMERS	ARCHIVING OFFERING
RMS SOLUTION	EDMS SOLUTION
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OUR TEAM	

OUR CUSTOMERS

- **ArcMate ECM Solution**



- **Scanning** Services
- **Vetting** Services
- Data **entry**
- NID **verification** for eKYC
- Physical **Archiving**



360 Deg. Digital Transformation services

- End to end Document Management operations,
- Enhance business productivity and foster innovation



Proven track record of high-quality solutions and services to MNCs

- Earned recognition in the area of ECM and Financial Solutions domain.
- More than 20 years Expr. In Technology & IT Services.



Build long-term partnerships,

- Overall performance improvement and operational excellence
- Ongoing support to help our clients achieve their objectives and drive growth

OUR PREVIOUS EXPERIENCES



Customers



Scanning, Vetting

Data entry, eKYC

Verification through NID

Activation, Reporting

Physical Documents Archiving



Scanning, Vetting

Data entry, eKYC

Verification through NID

Activation, Reporting

Physical Documents Archiving



Nationwide project

Setup 12 hubs across the country

Collect physical SAF documents

Scanned, made data entry, NID verification

- Physical warehousing centrally, backlog data entry of 250 million fields within 6 months
- 300 Operator



Nationwide project

3 hubs across the country

Collect physical SAF documents

Scanned, made data entry, NID verification

Physical warehousing centrally

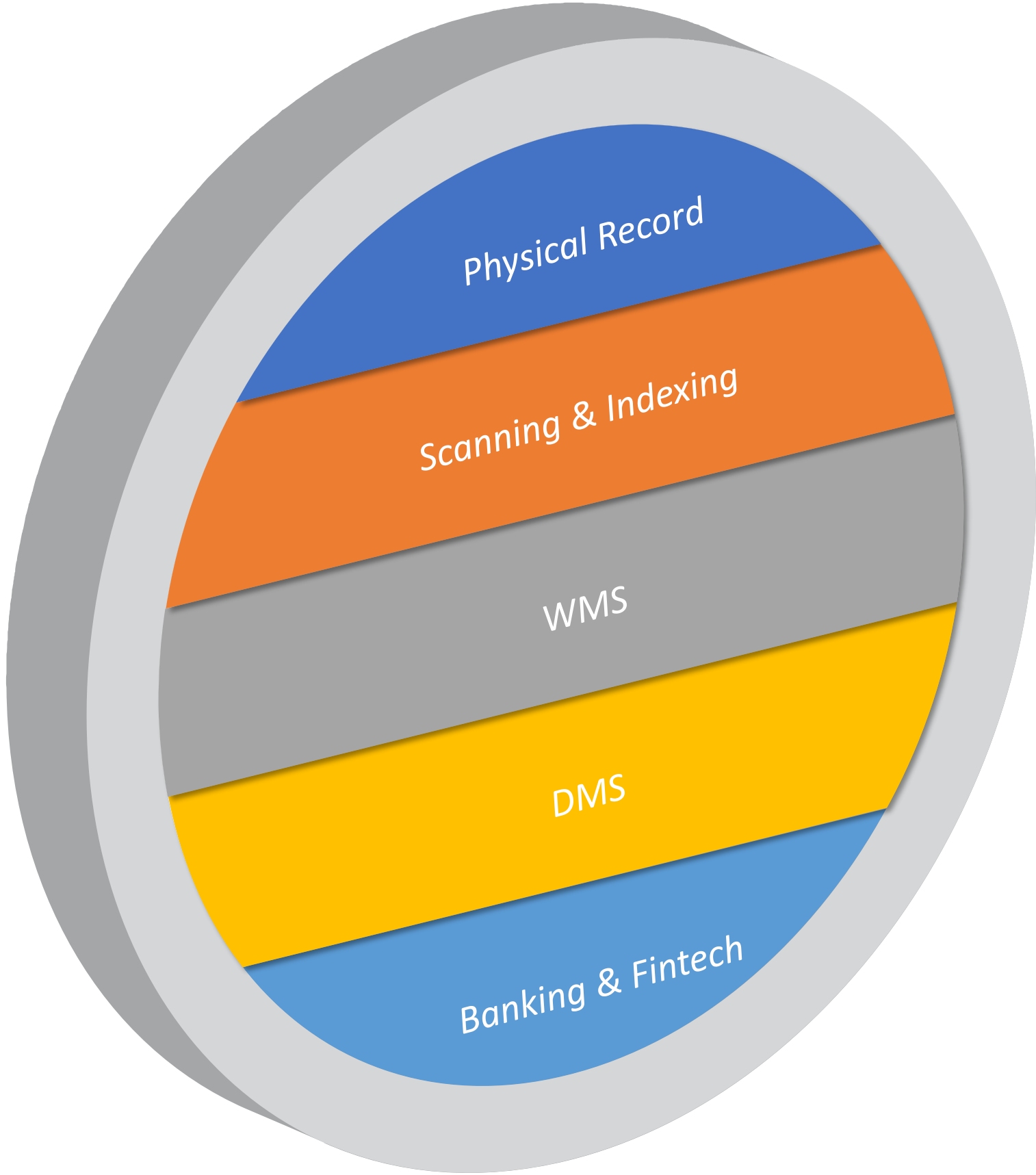


Data entry

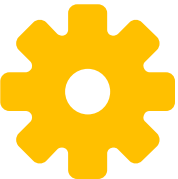
Historical Backlog SAF scanning

Verification of SAF documents centrally

ARCHIVING OFFER



Physical Records Management/Archival Services



Document Scanning & Indexing Service



Physical Record Management System (WMS) Solution



Document Management Solution



Banking & Fintech Solution

Storage Area

- It can be used dedicatedly to organize all your documents storage from scratch
- Unique access, storage space, and dedication to each client

Storage Security

Maximum protection is in place at the storage area, where a security guard and an officer are on duty around-the-clock.

Flood Prevention

The storage facility is located on the fifth level of the structure, which is situated outside of a flood-prone location.



Location

Vulta, Gausia, Narayanganj, Dhaka. More value-added services and goods are the focus of its construction, which aims to provide superior, international-standard archiving facilities.

Storage Method

Kept on a specially designed racking system, with each item having a customized database and catalog. Cartridges and tapes can be kept in metal storage boxes with unique security seals.

Humidity Control

Dehumidifiers and airflow systems are used to regulate humidity. Health, safety, and the environment are closely monitored and routinely audited.

Lighting

The local building code-compliant lighting system is developed and maintained to provide enough illumination.

Media Storage (Future)

We have plan to build a media/tape storage area in future with temperature is consistently controlled by air conditioning, between 70°F and 80°F as separate installation outside the warehouse.

Yard Surface

Every yard's placement and surface adhere to construction requirements and municipal standards to support weight. Compacted gravel, asphalt, or other appropriate road base material are used to form the surface.



Building Security

- Brand new standalone building
- Guards on duty around the clock
- Intrusion detection and security protection system installed
- Only authorized staff are issued security key cards, which are required to access the storage facility.

Fire Prevention

CCTV camera, dual-zone smoke and heat detector installed. The central monitoring system is linked to the detecting master alarm. Twice a year, there is a fire drill rehearsals.

Safety sing & Markings

Every area has the proper labels, signs, and markers that are properly labelled with warning signs in compliance with the regulations.

WAREHOUSE – STRUCTURE



WAREHOUSE – FACILITIES



Fire Alarm Switch



Fire Extinguisher (Manual)



Fire Extinguisher (Auto)



Emergency Fire Exit Door



Fire Equipment And Tools



Instruction Boards



Fire Exit Door



Multi Layer Secured Entrance

HIGH-SPEED PRODUCTION DOCUMENT SCANNING AND INDEXING...



P
H
A
S
E
1

PROJECT
INITIATION

P
H
A
S
E
2

PREPARATION

P
H
A
S
E
3

SCANNING
PROCESS

P
H
A
S
E
4

POST
SCANNING

P
H
A
S
E
5

eDMS
SOLUTION

eDMS SOLUTION
-AS A SERVICE

01

SAFE COLLECTION

Collection of physical documents from their respective pick up points is a crucial task as loads of documents are hard to manage and also some documents may also be in a state where documents can get prone to tampering. Maintaining the safe collection of these documents is must for any document digitization company.

04

CAREFUL TAGGING AND INDEXING

Now comes the point where you are in some what middle of the process of custom document digitization service, everything needs to be taken with Caution. A proper tagging of physical documents is done prior of scanning and after digitization. Afterwards, these two documents are matched up and processed for Indexing for easy maintenance.

02

APPROPRIATE SCANNING

After the delivery of documents, the major challenging and essential task is to pipe line the process of scanning of physical documents. Scanning is the major process that decides the quality of processed document and is up to date with the latest and best machines as well as accurate OCR systems.

05

STORAGE SOLUTIONS

We offer a variety in our solutions ranging from just Document digitization services to a fully management system that includes storing of data to safe warehouses, custom build software for 24/7 accessibility of data for high end experience.

03

DOCUMENT CONVERSION

Conversion of the processed documents is the next step of our Document digitization solutions. We create the image with updated scanning and OCR algorithm going forward processed images need to be converted to client required formats like .word, .png, .pdf. Converted data is then processed further more for proper tagging and indexing for easy management.

06

CUSTOM SOFTWARE

We offer custom software solutions for our clients. Custom software helps to maintain and manage a proper account and data base of the digitized documents. So, if you are looking out for a solution that can help you to safely manage the documents including processes like data base, quick retrieval etc. then this custom solution is way to go for your needs.

RECORD MANAGEMENT SOLUTION



13 February 2024 11:35

Warehouse Dashboard *This is a the dsboard for all warehouse users...*

Welcome! Read All Kinds Of Alert.

TRANSMITTAL IN TRANSMITTAL OUT EMPTY BOX BOX LOCATION BOX SEARCH

CLIENTS AUTO ZONE METROONN SETUP MANAGE USERS SETTINGS

SOME SIMPLE INSTRUCTIONS

Please Follow....

- Always prioritize safety. Report any safety hazards or incidents immediately
- Sign in and out when entering or leaving the warehouse. Maintain an accurate record of access.
- Observe and respect restricted areas or zones. Do not enter without proper authorization.
- Use proper packaging and labeling for items being moved or stored.
- Dispose of waste and packaging materials properly

NOTICE BOARD

Here is some sample Notice for WareHouse Users.

- Next day is Holyday
- Sample Notice
- Sample Notice
- Sample Notice
- Sample Notice

WAREHOUSE SUMMARY

Upcoming D.P :Upcoming Destruction Period N.D Boxes : Destruction Period Not defined
N.A Location : Not Assigned Location D. P=> Box :Delivery Pending Boxes
D. P=> File :Delivery Pending Files

Upcoming D.P N.D Boxes N.A Location D. P=> Box D. P=> File

Name	Quantity	Year	Unit	Box No	Destruction Period	Action
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WareHouse:DHOS-WH
WareHouse:DHOS-1
WareHouse:Gausia-1
WareHouse:Metroonn Warehouse
WareHouse:METROONN 3
WareHouse:METROONN 4
WareHouse:METROONN 5
WareHouse:METROONN 6
WareHouse:METROONN 7
WareHouse:METROONN 8

- **In house developed** record management system
- Maintains **accurate box locations**
- **File-level** data management and search
- **Find the client box quickly** with a quick search
- An **accurate billing** system
- Various levels of **remote access** are available
- The **barcode** feature is enabled
- An enterprise-level **security** framework
- **Web interface** with a lightweight design
- A **fast and precise query** support system
- Ensures **audit trails** are maintained
- **Visual user interface** with Dashboard

eDMS SOLUTION



NVSSoft is at the **intersection** between Enterprise Content Management (**ECM**) and **Digital Transformation**, helping enterprises succeed by gaining complete control over their information.

NVSSoft is a privately-owned company founded in 2003 and headquartered in **Dubai**, UAE, with regional offices in the GCC region and a network of partners and resellers all around the world.



NVSSoft®



ArcMate Enterprise

Enterprise Content Management (ECM) Solution powered by a Service Oriented Architecture. Available in Enterprise and Data Center editions.



ArcMate Capture

Distributed Document Capturing Solution designed to handle billions of documents in backfile conversion or ongoing scanning.



ArcMate EZIFlow

Business Process Automation Solution designed for document-centric workflows and powered by endless integration possibilities.

BANKING AND FINTECH SOLUTION



Digital Fintech Solutions For Higher Financial Altitude

Our primary focus has been the delivery of true value-add solutions and services to the Banking sector in particular and the Financial industry in general. We have a diversified portfolio enabling financial institutions of varying sizes and complexity across the MENA region to drive their business operations effectively and efficiently

24+
YEARS EXPERIENCE

400+
PROJECTS

100+
Customers

24+
Countries



Incore banking solution that is designed and built with the latest technologies.



A complete solution for managing, processing, clearing, and reconciling cheques.



Digitalization of all banking operations to substitute the bank's physical presence.



Comprehensive end-to-end solution that automates the front end / Back end processes of retail trade financing.



An integrated mortgage solution simulating all business processes and workflows.



An integrated software solution for banks and micro-financing institutions of all sizes.

- Big data
- Profitability Solutions
- Asset and Liability Management
- IFRS9
- Basel Regulations

- Infrastructure Services
- DWH & MIS Reports
- Fund Transfer Pricing
- Data Science & AI - Models
- Robust Business Intelligence

THE TEAM



**ASM Hasanul Kabir
(Dolon)**



Founder

26 years of experience in Banking, Financial Consultancy, Healthcare, Automobile Business and providing Technologies for Green Projects. DU Graduate (BSS, 1996 and MBA, 2007). Founder of couple of other successful ventures

**Major General
Abul Kashem
Muhammad
Ibrahim (retd)**



Chairman

34 years of distinguished service with Bangladesh Army. He held various Command and Staff positions at different levels including Army Head Quarters.

**Syed Rezaulla
Hashmi**



Managing Director

26-year track record in the Telecommunication, BPO, MFS, and ITES industry
CEO of Orogenic Imaging Solution

**Mohammad
Ashiqur Rahman**



Chief Technology Advisor

21+ years IT industry experience
ex-IBM and ex-Huawei employee
main Consultant for eDMS transformation of Banglalink by roll out of Documentum and ENADOC and migrate into ArcMate eDMS

**SKM Shariful Alam
(Tapash)**



Consultant

Founder & CEO of Project2morrow Consulting Service (Software Dev. Company). 25 Years of Banking and technology experience. Ex Head of Core Banking System, EBL, Ex Head of CBS Upgrade Project, EBL, Ex Head of Project Management (software), EBL. Certified PMP, Ex Head of Card Management System, Graduated from DU and BIBM. Co-Founder of Design2morrow

OPERATION TEAM

eDMS SOLUTION

- ASHRAF UL ALAM, PROJECT CONSULTANT
- ALAA MOUSSA, PROJECT MANAGER
- MOUHANAD SOUKKAR, IMPLEMENTATION ENGINEER
- ARUN KUTTAN, IMPLEMENTATION ENGINEER
- SOUMIK AICH, EDMS SUPPORT

DOCUMENT SCANNING & BACKLOG

- S M HANNAN, OPERATION MANAGER
- MD RAJEBUL ISLAM (JONY), EXECUTIVE

IT & SUPPORT

- AL-AMIN, SENIOR SYSTEM ENGINEER
- ABUL KALAM, SENIOR SOFTWARE ENGINEER
- ABDUL HAMID RANA, SOFTWARE ENGINEER
- MAMUN HOSSAIN, JUNIOR SOFTWARE ENGINEER

ARCHIVING & RECORD MANAGEMENT

- MD. HASANUZZAMAN, OFFICER
- NAZMUN NAHAR, OFFICER
- AYASHA NASRIN SUMI, OFFICER

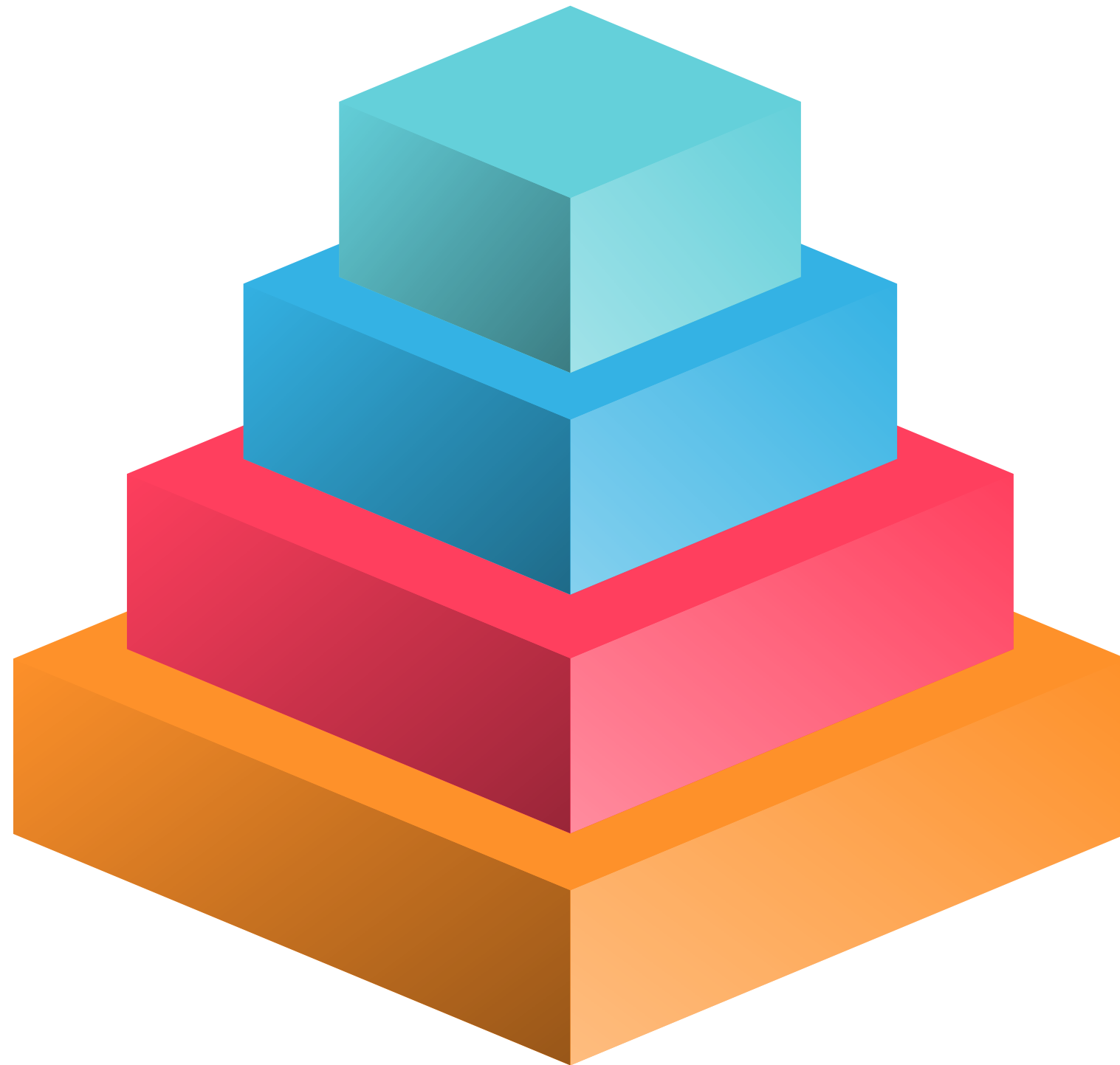
PHYSICAL WAREHOUSE MANAGEMENT

- MD. AYATHULLAH KHAN, OPERATION MANAGER
- MD RUBEL ISLAM, STORE MANAGER
- MD MONARUL HOQUE

FLEET MANAGEMENT

- MD ARAFAT HOSSAIN SAJJAD
- MD.JAHIDUL ISLAM (BAPPY)
- MD. ANARUL ISLAM

OTHER BUSINESS UNITS



Blueberry Auto is an Importer & supplier of Vehicles from abroad to different corporate houses and organizations in country.



Blueberry Corporation has long presence in market as Importer and Trader of different items including automobiles and others.



DBH Services works for providing entire Technologies for Green Projects in country including Clay Brick and Expanded Clay.



Finance Care is a consulting house for supporting & serving particularly the financial and banking matters to different segments of both financial market as well as business community.

RMS FACILITIES FOR CLIENTS

- ✓ **Easy Web access, 24X7 online from anywhere**
- ✓ **Each customer have the capability to track their boxes.**
- ✓ **Quick Search option.**
- ✓ **Customers will have the ability to submit requests for box destruction.**
- ✓ **Customer can fix documents destruction date and receive system notification before destruction.**
- ✓ **Customers can generate their own report.**
- ✓ **Incorporate a module to expand the software's capacity based on the customer's needs.**
- ✓ **Fastest online query support system**



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Bhulta, Gaushia, Rupganj, Narayanganj

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