



Trans Offshore

Your Offshore IT Partner

About Transoffshore

Transoffshore was setup with the key objective of providing cost-effective and qualitative data processing and Data conversion services specifically to voluminous data management requirements. We automate and create a centralized information source that contains a comprehensive view of all related data and documents enabling effective information management.

Our main services include Data Entry Services, Form Processing Services, Data Conversion Services and Optical Character Recognition Services.

The company is a premier in data entry and Data Conversion services. We offer a one-stop solution to all information processing needs. The company specializes in state-of-the-art infrastructure and technology to provide a top quality outsourcing service. Our quality control team ensures an accuracy of 99.99%.

Our management and staff are dedicated to provide complete and accurate data conversion services to our clients worldwide at the lowest possible cost delivered at the required time. We fully safeguard customer information at all time.

We are constantly upgrading our software programs, process improvements and give up to date training to staff on regularly basis that will yield better results in our service and product levels.



Transoffshore Services

Data Entry

Transoffshore provides exclusive and highly accurate Data Entry and processing services. Data entry services embrace minimum of double keying process wherein data is re-keyed to provide at least of 99.995% accuracy. With complete confidentiality and high level of accuracy the customers prefer to outsource their jobs to us. We Offer data entry services for all kinds of textual data capturing from printed matter, manuscripts, scanned images, web research etc. with high accuracy levels.

Some of the data Entry and processing Services are:

- Data entry of E-Books
- Data Entry from image file from any format
- Data Entry from paper/books with high speed and first-rate accuracy
- Business card Data entry into any format
- Business Transaction Data entry like sales / purchase / payroll etc.

Data Conversion

We offer conversion from various file formats and media to other. With our extensive technical expertise in this area, we are almost certain to cater to any of complex conversion requirements, be it in any format, and file types or media.

We provide comprehensive data conversion services covering a multitude of formats. Our data conversion solutions are ideal for corporations, educational institutions and libraries. The data conversion division is well equipped to handle highly complex publishing solutions such as mathematical and scientific books, journals and newsletters.

Transoffshore expertise in data conversion is built around a team of experienced editors, proofreaders, imaging and scanning technologies meeting the requirements to global standards.

Some of the services of data conversion are:

- Conversion of data across various databases on different platforms
- Data Conversion via Input / Output for almost any media
- Scanning from hardcopy, microfilm and microfiche
- Indexing
- Archiving
- Conversion from Page maker to PDF format.
- Conversion from Word to HTML format
- Conversion from Text to Word Perfect.
- Conversion from Text to Word to HTML and Acrobat Fine.



Transoffshore Services

Form Processing

TRANSOFFSHORE process both structured and non-structured forms. Structured forms are usually in tabular / columnar format, which is easy to process. Non-structured forms are questionnaires or survey forms. Depending on your forms and media, we can offer you processing through tools or manual data entry.

Some of these services are:

- Insurance claim form
- Medical Form
- Online Form Processing

Web Research

We offer web research services which includes product search, Market Research, Survey etc.

Some of these services are:

- Internet Search, Product Research, Market Research, Survey, Analysis.
- Web and Mailing list research.
- Web research and Data Entry into any format
- Web search and online Form Entry and web-to-web entry.
- Mass Creation of Free Web site Account.
- Web Search and Listing.
- Online research and create a Database into Microsoft Office.

Transoffshore's Infrastructure

The Company have state of the art infrastructure with over 50 workstations and provision to expand up to 100 systems and all machines are equipped with high speed data communication lines.

Facilities

- Carpet Area of more than 3.000 Sq. ft
- Adequate storage area with full Security
- Adequate fire safety systems
- Ergonomically designed furniture
- In-house recreation facilities

Equipments

- Over 50 Work Stations at present with a capacity to increase
- Printers: Laser Jet, Desk Jet etc.
- High Speed Scanners
- Hard Disk capacity of more than 500GB.
- Round the clock power supply with backup facilities.
- Adequate Data Backup with CD Writer, Zip Drives etc.

Communication

- Integrated Services Digital Network (ISDN) 64K dual channel access
- Modem, Routers and all necessary facilities
- System Environment
- Servers: Win NT, Novell Network Support IEEE 802.3 standard having 100 Mbps transmission rate
- Back-up Server
- Structured cabling for high speed data access
- Capable of supporting batch upload/download
- Capable of expanding to multiple database-server and multiple data / document servers over LAN / WAN
- The system is fully Y2K compliant

Man Power

- 100+ Personnel
- Highly skilled and experienced personnel, well conversant with English language
- Round the clock work in 2 shifts
- In-house technical support

Transoffshore's Mangement

The company is proud to have software engineers, supervisors, programmers and operators who have ample experience in their respective fields. The programming and systems personnel have an extensive knowledge of various languages, software and systems, and supervisors have extensive knowledge of the workings of a successful data processing operation.

The quality control team at Transoffshore ensures that all data entered are recorded to an accuracy of 99.99%.

The organization possesses a team of highly motivated, skilled and experienced personnel, well conversant with Back office and I.T enabled services. It also has a robust in-house technical support system that enables it to meet the varying needs of customers.

TEAM :

Mr. Sandeep Chuadhary read Commerce in Delhi University at the undergraduate level and then went in for PG Diploma in IT . He worked with Sambros India Ltd as H.O.D and then went to Rediff as Consultant. sandeep, a founding member of Trans Offshore Infotech, manages the overall affairs of the company as the CEO while being responsible for business development and maintaining relationships with key clients

Mr. Satnaam Singh Executive Director read Commerce in Delhi University at the undergraduate level. He worked with the IT division of FCS Ltd. and in the client servicing division of Mantas Group. satnam. is also one of the founding members of Trans Offshore and currently manages the critical Human Resource function, apart from the Legal and Administrative functions for Trans Offshore.

Mr. Amit Raj Vig, Retained Legal Consultants read Economics (Hons) in Delhi University and then went for Business Administration and Law with specialization in Corporate Laws. His Law Firm Vig & Associates is managing Contractual Issues & Legal Matters for Trans Offshore

Mr. Chetak Khosla is Science Graduate with Masters in Information Technology Management having 3 years experience in I.T. Enabled Services with specialized skills in JAVA Programming, JAVA script, and Oracle Database and internet Research.

Mrs. Raman Sharma is a Commerce graduate with Diploma in Computer Application and Masters in English having 5 years experience in Data Entry Processing, Conversion and Analysis, Data Base Design, Creation and Analysis Modules and Email-processing etc.



Transoffshore's Employees

BASIC QUALIFICATIONS

- Graduates
- 1-5 years experience

LOGICAL ABILITIES

- Exposure to if/ then analysis
- Decision making abilities
- Agility/ accuracy with numbers
- Analytical ability

CRITICAL SKILL SETS

- Computer literate
- Ability to read and write English fluently
- Typing speed of 30 wpm
- Basic procedure knowledge

TRAINING MODULE

- Training module covers minimum skills and knowledge
- Approach to training and development formally defined
- Formal retraining for existing staff if skill and knowledge requirements change

VERIFICATION OF SKILLS AND KNOWLEDGE

- Minimum skills and knowledge verified prior to deployment
- Structured verification process for all frontline staff

RE-VERIFICATION OF SKILLS AND KNOWLEDGE

- Annual re-verification of skills and knowledge
- Re-verification of skills and knowledge following changes in program, procedures, systems, etc.

Contact Transoffshore

In case of any query or questions, please feel free to ask or contact at this address or you can mail us.

Address : R-110/2, Ramesh Park, Laxmi Nagar, Delhi-110092,
Phones : 91-11-22446684, +91-9811231142
Website : <http://www.transoffshore.com>
E-mail : hr@transoffshore.com

