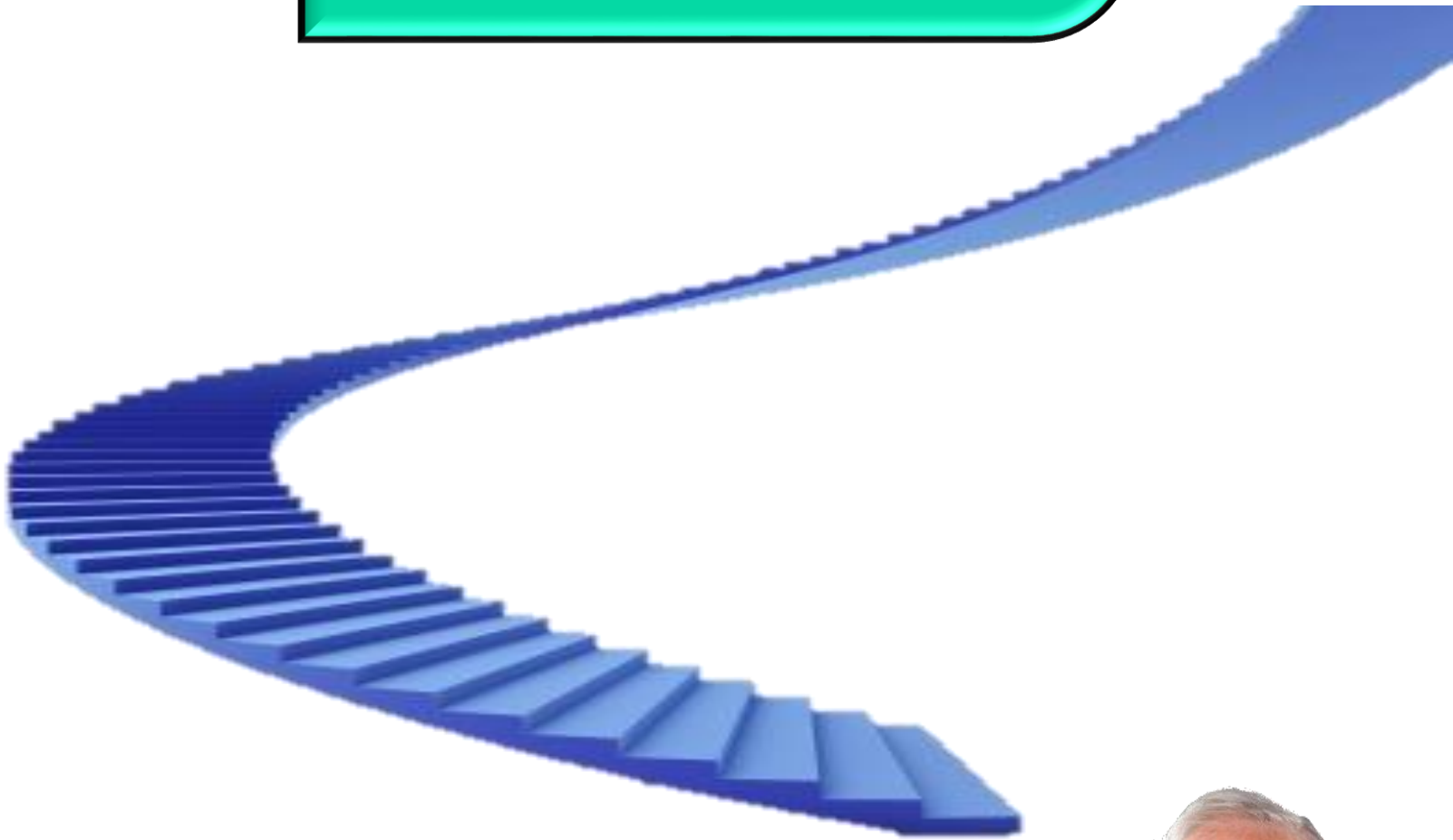
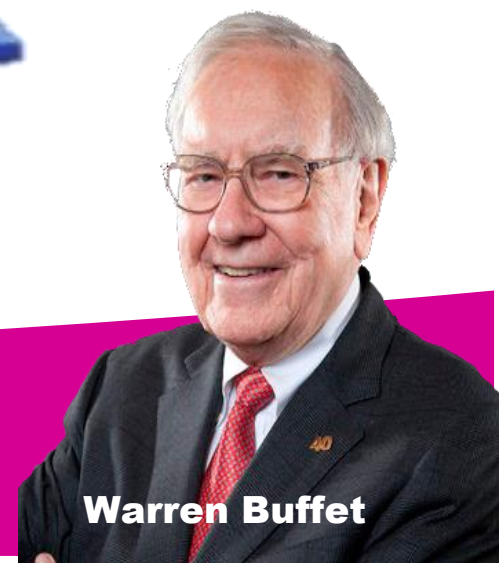


Organizational Profile



**“RULE NO. 1: NEVER LOSE MONEY,
RULE NO. 2 : NEVER FORGET RULE NO. 1”**



Warren Buffet

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At a glance Shahin's Help Line Information

Company Name	:	Shahin's Help Line
Company Address	:	House # 07 (9 th floor), Road # 03, Section – 10, Mirpur, Dhaka-1216. (opposite side of Mirpur -11 bus stand KFC show room)
Contact Person	:	Md.Aminul Islam
Contact person Mobile number	:	01711193167
Contact person Email	:	ai_shahin@yahoo.com
Facebook Address	:	www.facebook.com/shahinshelpline
Website	:	www.shahins-helpline.com
Trade License Number	:	02 -15279
Online Support center address	:	www.facebook.com/groups/helpline2012
Bank Account	:	DBBL – 114-103-190329
Our Moto	:	Helping with Happiness



Introduction of Shahin's Help Line:

Shahin's Help – Line is a consultancy firm, tries to help Non-Government Organization (NGO) & SME Entrepreneurs/Uddokta. In our country, there are many small NGOs & Entrepreneurs/Uddokta, who try to work sincerely for the betterment of people but they do not have enough resources to communicate with others agencies. Shahin's Help Line provide services as a resources center.

Shahin's Help Line Services:

- For Entrepreneurs (SME Sector):

- Help to prepare Trade License application;
- Help to prepare BSTI Standard Certification Application;
- Help to prepare Trade Mark/Patent & Copyright Application;
- Help to prepare Export & Import Certification Application;
- Help to prepare Joint Stock Company Application;
- Help to prepare e-TIN registration/Re-registration;
- Prepare Entrepreneurs/Business Related Training Module;
- Conduct Entrepreneurs/Business Related Training;
- Prepare Power Point Presentation;
- Help to prepare E-Commerce Marketing.

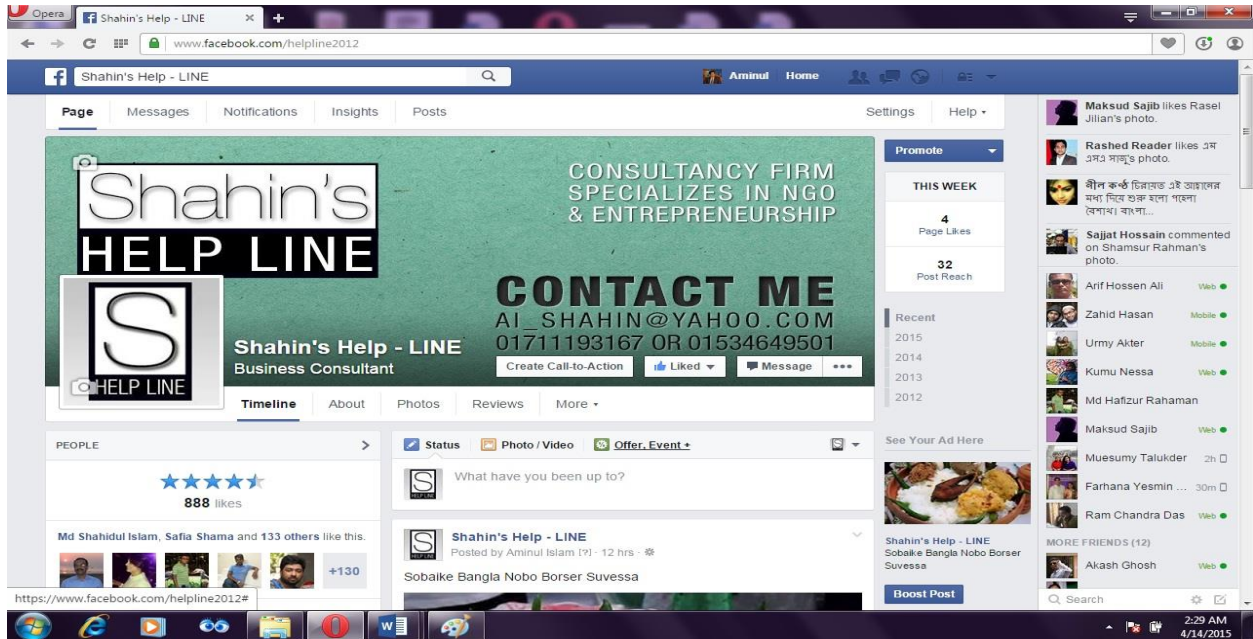
- For Non-Government organization (NGO):

- Providing Resource Mobilization Unit (RMU) Service;
- Prepare Project Proposal (PP);
- Prepare Project Concept Note (PCN);
- Prepare Expression of Interest (EoI);
- Prepare Annual Report, Project Closure Report etc;.
- Prepare Power Point Presentation;
- Prepare Organizational Development (OD) Program;
- Prepare Joint Stock Company Application;
- Prepare development sector related Training Module;
- Conduct development sector related Training;

Shahin's Help Line Initiative:



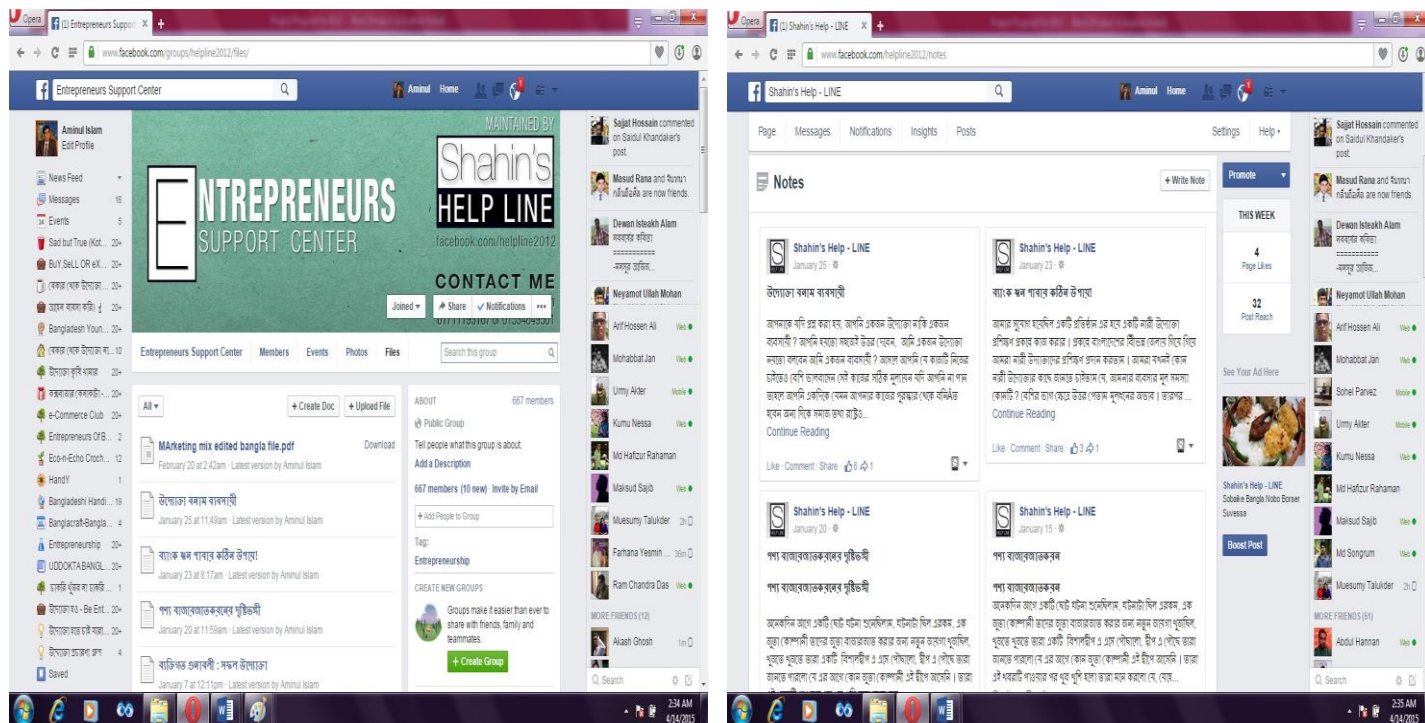
Initiative Number 01: Create Facebook page for provide necessary information and services for NGO & SME Entrepreneurs. Please visit the page for detail www.facebook.com/shahinshelpline.



Initiative Number 02: Create Facebook group for sharing Entrepreneurship related information and interaction each other to solving problem and create a network. Please visit the page for detail www.facebook.com/groups/shahinshelpline



Initiative Number 03 : Shahin's Help Line Help Line believe that information is power so Entrepreneurs need to gather more and more information about entrepreneurship and that's why Shahin's Help Line gather a large information and write up in Bangla and publish Shahin's Help Line & Entrepreneurs Support Center Docs. Please visit for detail www.facebook.com/groups/helpline2012/files & www.facebook.com/helpline2012/notes



Initiative Number 04 : Shahin's Help Line Help take introduce first in Bangladesh to provide Trade License service in Home Delivery System. Not only that we also provide Trade License within 24 hours (condition apply).



Initiative Number 05 : Shahin's Help Line's CEO work as a admin (voluntarily) in Facebook groups "Sofol Uddokta Howar Mulmontro". Through this group CEO provide entrepreneurship related information & suggestion regularly. Please visit for detail:
<https://www.facebook.com/groups/139370919604573/>



Initiative Number 06 : Shahin's Help Line share project proposal, Concept note, Eol, Government circular etc in shahin's Help Line page and also entrepreneurship related news, video etc which are help to entrepreneurs.

Infrastructure Development Company Limited (IDCOL)
Improved Cook Stove (ICS) Program under RERED-II Project

Invitation to Participate in IDCOL's Improved Cook Stove (ICS) Program

IDCOL is a public-private sector institution promoting economic development in Bangladesh by encouraging private sector investment in infrastructure, renewable energy and other eco-friendly sectors. IDCOL seeks applications from non-governmental organizations ("NGOs")/ micro-finance institutions ("MFIs")/ private entities for selection as Partner Organizations (hereafter referred to as "POs") under its Renewable Energy Program for installation of Improved Cook Stoves (ICSs) in areas where traditional cook stoves are used as the primary mode of cooking (the "Project"). Selection of new POs will accelerate dissemination of ICSs across Bangladesh which will fulfill the basic energy requirements in the rural areas as well as reduce exposure to indoor air pollution.

NGOs / MFIs / private entities having successful track record of doing business and/or micro-credit operations and interested to work in the field of renewable energy may apply to become a PO of IDCOL's ICS Program. IDCOL will provide institutional development grant and technical assistance, as applicable, sourced from the World Bank and other development partners to POs for implementation of the project. IDCOL has a target of financing installation of 1 million ICSs by 2018.

Interested organizations are requested to download complete application package from the link provided below. Application package may also be collected from IDCOL office at a cost of BDT500 (non-refundable). Completed applications must be submitted to the address mentioned below before 4:00 p.m. on 15 April, 2015.

Applications will be evaluated by an independent selection committee in accordance with the criteria described in the application package. Selected POs will be required to sign Participation Agreements with IDCOL.

The Applications should be sent to the following address:
Infrastructure Development Company Limited
UTC Building, Level - 17,
8 Panthapath, Kawranbazar, Dhaka-1215.

Should you have any queries or need any clarification, please contact:
Phone: 9102171-8 (Ext-256)
Fax: +880-2-8116663
E-mail: ics@idcol.org

Complete application package can be found at www.idcol.org
IDCOL reserves the right to accept or reject any application without explaining any reason.

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Bangladesh

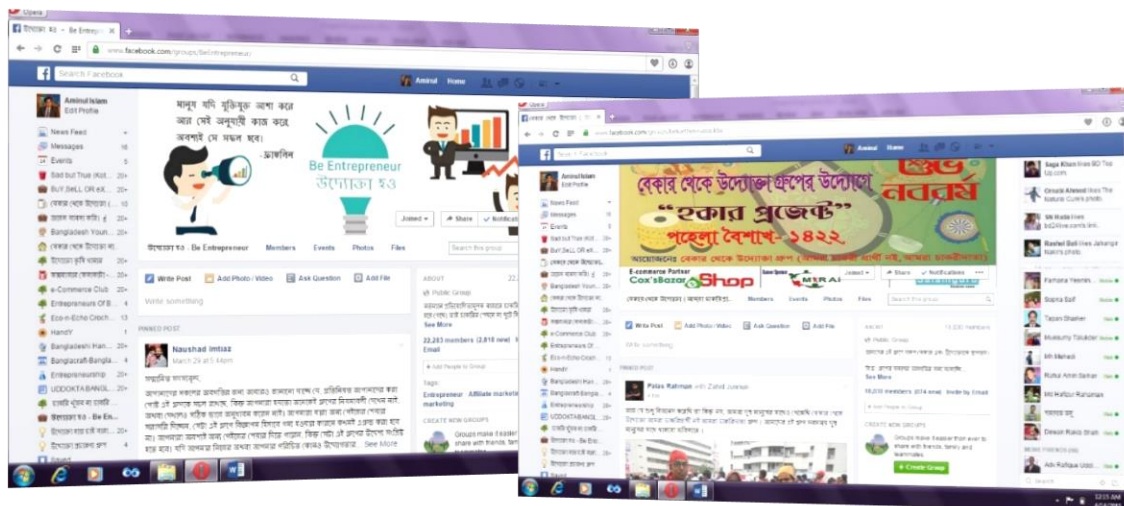
The Skills Development Domain of the Swiss Agency for Development and Cooperation (SDC)/ Embassy of Switzerland in Bangladesh is developing a new project on the **Building Skills for Unemployed and Underemployed Labour (B-SkillFUL)**, in collaboration with relevant NGOs, Training Service Providers and public agencies.

In this regard, SDC invites **Expression of Interest (Eol)** from management companies and NGOs interested in bidding for the project. Relevant documents are available – upon registration – on www.simap.ch (Confederation > Invitation to Tender, (Reference number: 852969).

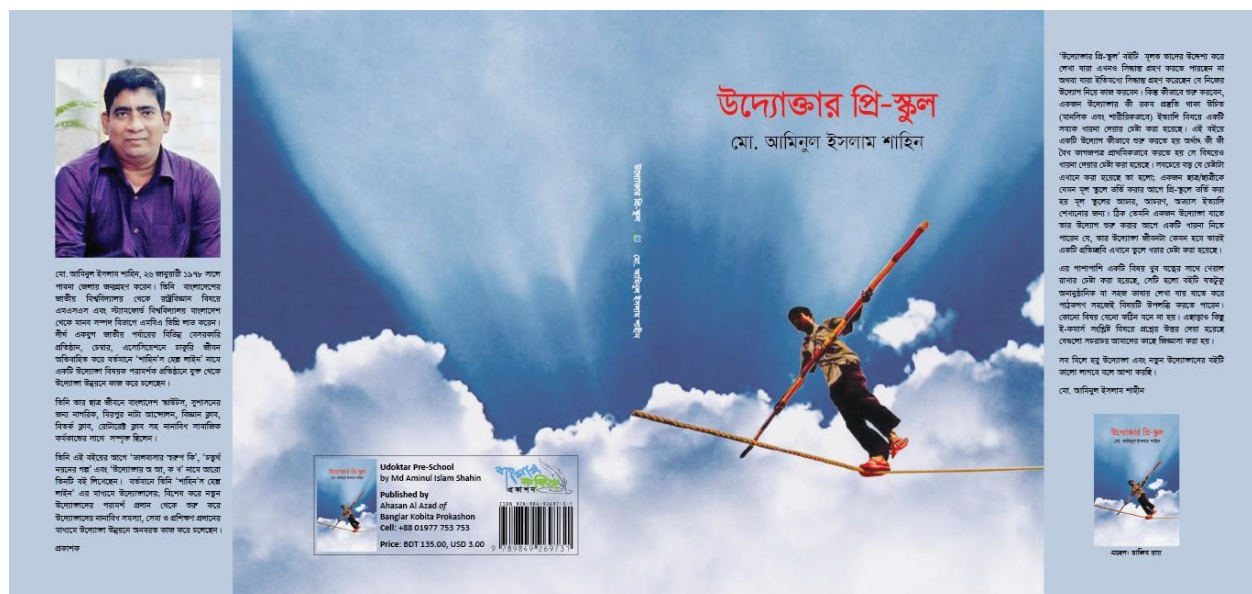
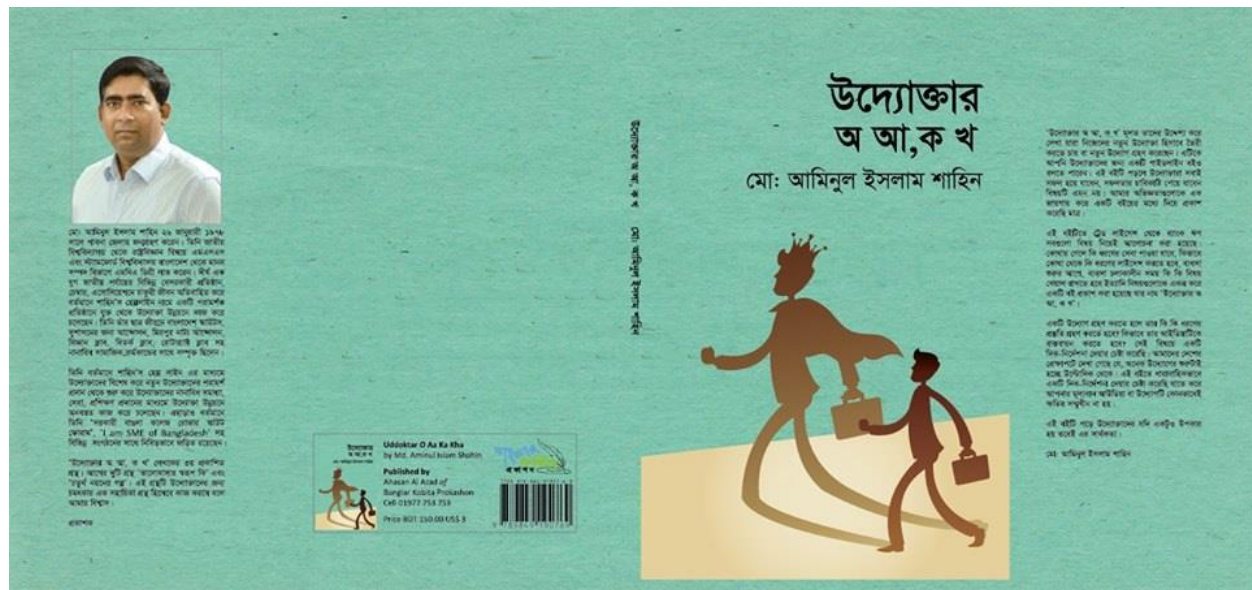
Initiative Number 07 : Shahin's Help Line's Provide all SME Entrepreneurship related information through online & mobile. All types of consultancy are providing without any Cost or service charge **(FREE)**.



Initiative Number 08 : Shahin's Help Line's provide entrepreneurship related advice through different entrepreneur related pages for create a good relationship with SME entrepreneurs. It also a part of Shahin's Help Line's entrepreneurs network.



Initiative Number 09 : Shahin's Help Line's Published two entrepreneurs related book “উদ্যোক্তার অ আ, ক খ” এবং “উদ্যোক্তার প্রি - স্কুল” ইংরেজি books help to learn entrepreneurship related information, specially legal documentation process and startup situation.

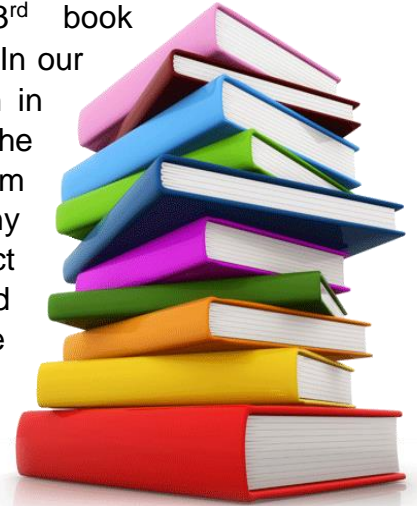


And many more.....



Shahin's Help Line Future Plan

1. Shahin's Help Line plan to publish Entrepreneur related 3rd book “উদ্যোক্তার স্বপ্ন পূরণ” for new entrepreneurs as soon as possible. In our country maximum entrepreneurship related books are written in English, so some time our new entrepreneurs are not connect the contact properly because our entrepreneur are comes from different level. So Shahin's Help Line take initiative to write many book in Bengali for provide information and connect entrepreneurs easily. We try to compile many question and answer in this Book which question and answer is help to solve the problem in startup level.



2. Shahin's Help Line plan to establish a “Loan Support Unit” for helping to prepare loan application and prepare others document properly. In our country SME entrepreneurs not getting loan from Financial Institute because of lacings of proper documentation and proper banking transaction. Prepare of loan application is also big barriers for entrepreneurs for getting loan. Shahin's Help Line work to established “Loan Support Unit” for solving the problem and help to prepare all require documents for loan application.

3. Shahin's Help Line plan to introduce “Entrepreneurs Olympiad” in Bangladesh for creating more new entrepreneurs. Shahin's Help Line believe that todays youth are our future entrepreneurs so if we guide youths today, youths are services more for country as a entrepreneurs. So Shahin's Help Line plan to introduce “Entrepreneurs Olympiad” for our youth. Through this program we aware/sensetize, encouraze youths about entrepreneuruship and also make a new platform for coming entrepreneurs.



S – Strengths :

Shahin's Help Line SWOT analysis



- ✓ Shahin's Help Line Have sufficient number of Experience and s
- ✓ Shahin's Help Line have a strong networking with others SME (also entrepreneur's groups.
- ✓ Shahin's Help Line have special expert of SME Entrepreneurs/women entrepreneurs,
- ✓ Shahin's Help Line have special Courier service for e-commerce business.
- ✓ Shahin's Help Line have special Photography Unit for capture picture for e-commerce business.
- ✓ Shahin's Help Line have different types of friends such as entrepreneurs, bankers, SME expert, Employee etc. which are help to solve any types of problem easily and also getting information quickly.

O – Opportunity:

- ❖ Bangladesh government committed to create more new sme entrepreneurs/ women entrepreneurs in Bangladesh. Not only Government also Bank/financial institution, Association, chamber etc are also try to create more new sme entrepreneurs in Bangladesh. So it is a great opportunity for shahin's Help Line that contribute and support for creating new sme entrepreneurs/women entrepreneur and also contribute to progress of Bangladesh.

W – Weakness :

- ✚ Shahin Help Line Have no Separate office because Shahin's Help Line start in online. But it's time to set up a separate office for Shahin's Help Line because our client demand to meet and getting services in physically. Within few months shahin's Help Line set up a separate office.
- ✚ Shahin's Help Line website is not available, we start work for making a updated website for shahin's help Line, few months we hosting both website successfully.

T – Treats :

Every Client have different satisfaction level, so it is very difficult to satisfied all kind of client. But Shahin's Help Line always believe that quality services is the one of the most important for client and also shahin's Help Line so no compromise with quality services.

We have few special services

1. Logo design service:

Our package

BASIC	PRO	PREMIUM
1500 TK	3000 TK	5000 TK
<ul style="list-style-type: none">✓ Simple vector logo✓ 2 unique concepts✓ 2 revisions✓ EPS, PSD and PNG file format✓ No clipart✓ Original design✓ Delivery within 2 days✓ Full copyright ownership	<ul style="list-style-type: none">✓ Complex or 3D logo✓ 3 unique concepts✓ 4 revisions✓ EPS, PSD and PNG file format✓ No clipart✓ Original design✓ Delivery within 3 days✓ Full copyright ownership	<ul style="list-style-type: none">✓ Creative & original logo✓ 3 unique logo concepts✓ 6 revisions✓ EPS, PSD and PNG file format✓ No clipart✓ Business card, invoice✓ Letterhead, envelope✓ Delivery within 6 days✓ Full copyright ownership

2. Accounts Service

Our package

Package Name	Bookkeeping & Accounting Services	Software	Features	Unit Price
Basic	<ul style="list-style-type: none"> Freelance Accountant: 1 Part Qualified ACCA Work Location: Client's office (1 fixed place) Work hours: 9 am to 5 pm 	Microsoft Excel (Single Entry System)	<ul style="list-style-type: none"> Revenue Analysis Expense Analysis Work days: 2 Days per month Up to 100 transactions processing Free Consultation: Over Email 	BDT 4,500.00 per Month

Package Name	Bookkeeping & Accounting Services	Software	Features	Unit Price
Basic	<ul style="list-style-type: none"> Freelance Accountant: 1 Part Qualified ACCA Work Location: Client's office (1 fixed place) Work hours: 9 am to 5 pm 	Microsoft Excel (Single Entry System)	<ul style="list-style-type: none"> Revenue Analysis Expense Analysis Work days: 2 Days per month Up to 100 transactions processing Free Consultation: Over Email 	BDT 4,500.00 per Month

Package Name	Bookkeeping & Accounting Services	Software	Features	Unit Price
Essentials	<ul style="list-style-type: none"> • Freelance Accountant: 1 Part Qualified ACCA • Work Location: Client's office (1 fixed place) • Work hours: 9 am to 5 pm 	Microsoft Excel (Single Entry System)	<ul style="list-style-type: none"> • Revenue Analysis • Expense Analysis • Work days: 4 Days per month • Up to 250 transactions processing • 1 Management Report per month • 1 Partner Meeting per month • Free Consultation: Over Email 	BDT 8,000.00 per Month

Package Name	Bookkeeping & Accounting Services	Software	Features	Unit Price
Plus	<ul style="list-style-type: none"> • Freelance Accountant: 1 Part Qualified ACCA • Work Location: Client's office (1 fixed place) • Work hours: 9 am to 5 pm 	QuickBooks Online (Double Entry System)	<ul style="list-style-type: none"> • Revenue Analysis • Expense Analysis • Work days: 4 Days per month • Up to 250 transactions processing • 1 Management Report per month • 1 Partner Meeting per month • Free Consultation: Over Email • Software: QuickBooks Online • Real time preview of financial records with could software access 	BDT 10,000.00 per Month

3. ISO Certification (9001-2015):

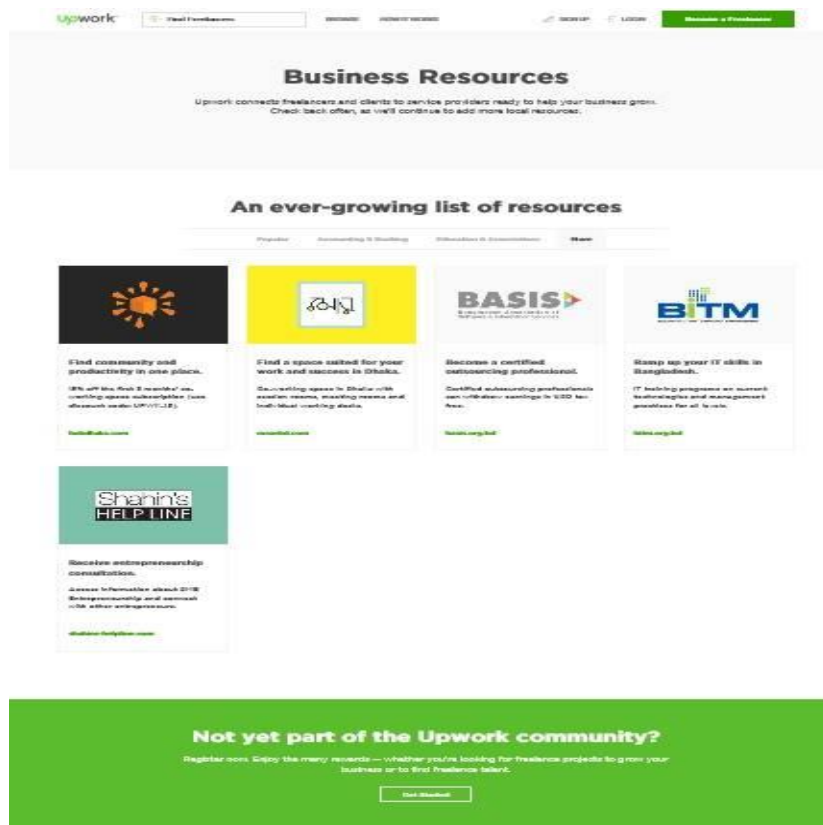


ISO Certification – 9001-2015 (Quality Management System) cost depend on company work volume, premise, fuction etc.

Our Achievement & Recognitions



Received New Entrepreneurs Award 2015



Listed **Shahin's Help Line** is the only Consultancy Firm featured on Upwork community



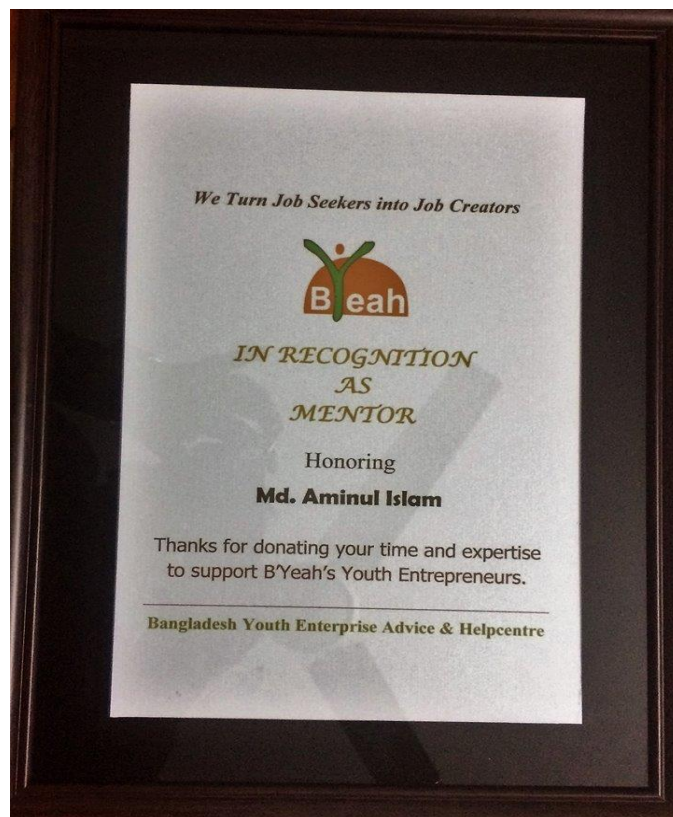
Shahin's Help Line Legal Parthner of IDLC, SOMPURNA Product



Shahin's Help Line Legal Parthner of BRAC BANK, TARA Product



Shahin's Help Line (Personally) work as a Spokepersons for a4 consultants



Shahin's Help Line (Personally) work as a Mentor for BYEAH



Shahin's Help Line's Clients Few Comments & Recommendation

"Shahin's Help Line is Real friend of new entrepreneurs, always provide business information without any charge, not only that Shahin's Help Line also have many write up, which really helpful for new and SME entrepreneurs"

Sajjat Hossain, Online Mentor, Chakri Kujbo Na, Chakri Debo Group

"I've got excellent support from Shahin's Help Line. Whenever I face any problem they help me again and again without any extra charge. If you really need a friendly help or support in this corporate era, just go with Shahin's Help Line without any hesitation"

Mh Mehedi, Head of Operation, Dhrobo Host

"The moment I heard about Shahin's Help Line, I was a bit confused and thinking whether they can really help people with the help. But when it came to my turn to take some services that are only provided by government and there is a huge red-tapism in the work process, I called them and guess what, they worked just like a magic. I am really glad that they worked so fast, kept their words and the charges were so nominal that I would like to take helps from them time and again. And one last thing, even if do not take services from them, they are really helpful with information providing and never any wrong information. Best of luck guys, I wish your success"

Shafiul Alom Chowdhury, Owner, Site Name BD

"Thank you Shahin's Help Line for your excellent support, Really it is help to develop enterprise and new business creation"

Shahin Forhad, PC (Business Development & Mentoring),
Bangladesh Youth Enterprise Advice & Help Centre (BYEAH).

“Shahin’s Help Line services the best, keeps commitment and maintain time always for the service they offer. I recommend them highly and wishing their bright future ahead with more and innovative services”

A M Istiaque Sarwar, Managing Director, Soft Tech Innovation Ltd.

“Excellent Services”

Amjad Hossain, Managing Director, Excellent Enterprise

“Shahin’s Help Line is a Symbol of trust, Honesty and quality services”

Promi Nahid, Admin, Chakri Kujbo Na, Chakri Debo Group

“শাহিন’স হেল্প লাইন এর সার্ভিস খুবই ভালো, এমন বিশ্বাসযোগ্য সার্ভিস এখন পাওয়া মুশকিল”

আহসান আল আজাদ, প্রকাশক, বাংলার কবিতা প্রকাশন

“Great Services”

Asad Iqbal, CEO, Virtuanic