Translation & Interpretation Services

Translation services

- Translate technical documents, normal text
- Translate administrative documents, designs
- Provide translation services in authorization
- Translate media news, magazines
- Translate books, notebooks, menus, brochures
- Translate comics, game online, films

Outcome

- Translate websites
- Translate designs, technical documents, instruction documents
- Translate using commitment of members
- Translate dissertation, scientific research documents
- Translate brochures advertising tourism, hotels, restaurants
- Translate the content of mobile apps

Interpretation services

- Interpret sequentially or simultaneously in seminars, conferences
- Interpret nationally and internationally
- Interpret in workplace or factory
- Interpret in the conferences

Human Resource Services

Works

- Select and recruit candidates matching with customer's demand from the available database
- Apply recruitment approaches based on specific criteria, provide human resource after training

Outcome

- Human resource introduction:
  Manage the production and quality for companies specializing in manufacturing electronic accessories

Working process

Step 1	Step 2	Step 3	Step 4
Discuss to understand customer's demand	Select candidates based on database	Choose the most suitable candidates	Communicate regularly with customers

BPO.MP®
Cooperate for Success - Overcome the Limit

BPO.MP COMPANY LIMITED

06 Tran Phu st., Hai Chau dist., Danang, Vietnam
www.mpbpo.com.vn
info@mpbpo.com.vn
+84 (0236) 3945 679 / (0236) 3945 678

BPO.MP®
Cooperate for success, overcome the limit

Company Name	BPO.MP COMPANY LIMITED
Establish	October 31st in 2017
Capital	10 billion dong
Representatives	
Chairman	Mr. Nguyen Viet Trung
Director	Ms. Ha Thi Dan Phuong
Company size	
126 + employees	
Address	
06 Tran Phu st., Hai Chau dist., Danang, Vietnam	

COMPANY INTRODUCTION

CORE VALUE OF BPO.MP

01 RESPECT
Mutual appreciation to succeed and develop together

02 PROACTIVE
Make continuous effort to enhance quality and follow time compliance

03 TEAM WORK
Together apply experiences and knowledge, share purposes to satisfy customer demands

04 FLEXIBILITY
Satisfy customer and society demands in a short time

05 DISCIPLINE
Build a work environment to gain customer's belief

WHY BPO.MP

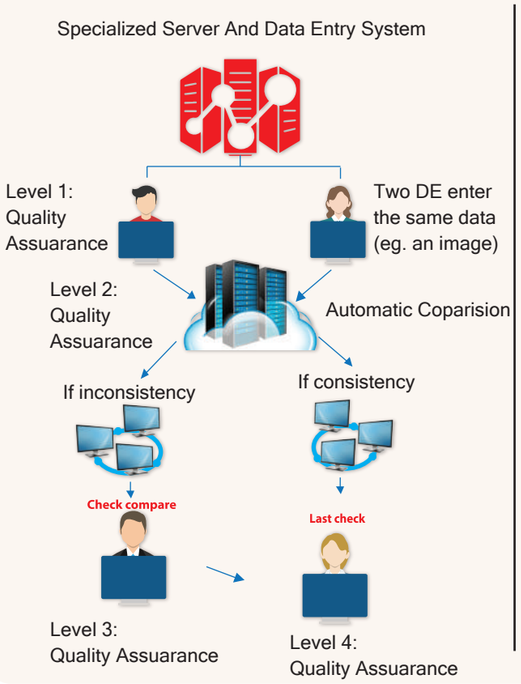
- Flexibility
- 24/7 services
- Cost-effectiveness
- Quality assurance

Data Entry Services

Works

- Data entry for business cards
- Data entry for invoices
- Data entry for survey forms
- Data entry for customer profiles
- Data entry for registrations/ applications
- Data entry for postcards
- Data entry for catalogues
- Data entry for online registrations
- Data entry for images

Working Process



Preparation step

- Discuss with customers regarding project information, plan making
- Build operation principles, create rules, and conduct trial
- Analyze input errors and give feedback to data entry agents

Double entry step

- Ensure quality standards: error rate in Latin numbers: 0.03%, error rate in Japanese characters: 0.05%

Check – compare step

- Checker team has to meet the requirement about knowledge of database & qualification regarding Japanese & Chinese characters competence

Last check step

- Randomly or entirely check depending on requirement of each project

Outcome

1. Receipt data entry

- Task: Process data on receipts
- Quantity: 10,000 units/ day
- Data entry category: store's name, phone number, purchasing time, category, product name, price, quantity, total price

2. Survey forms data entry

- Task: process data on survey forms
- Quantity: 25,000 units/day
- Data entry category: 45 units (including numbers and characters)

3. Catalogue data entry

- Task: Process data of catalogue
- Quantity: 200 products/ day
- Data entry category: Product name, product details, color, materials, size and other information

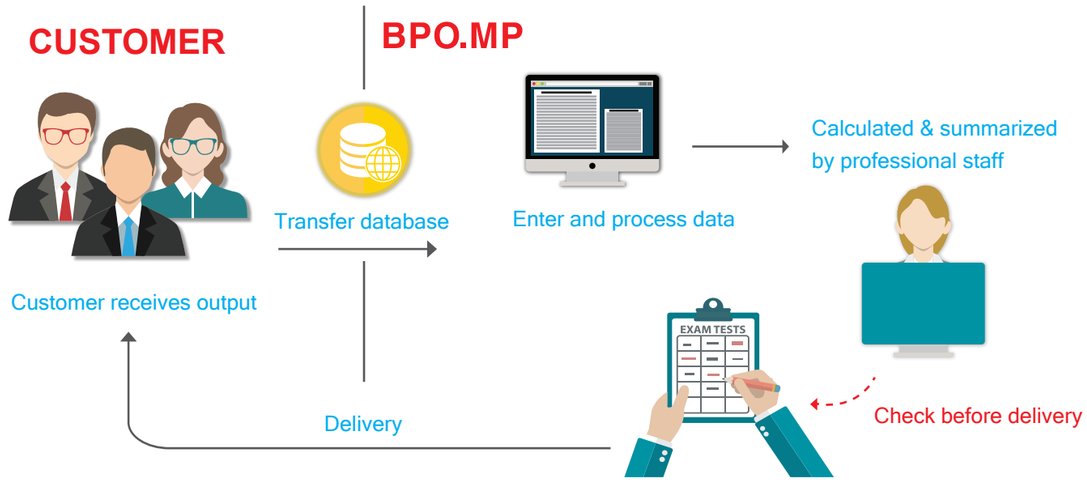
4. Keyword data entry

- Task: Process data from keywords of images
- Quantity: 100,000 images/ month
- Data entry category: Enter 3-5 keywords related to image's topic

Financial & Accounting Services

Main works

- Set up accounting books
- Make payment requirement note
- Set up debt recovery and debt payment plans
- Manage company's expenditures and debts



Outcome

- Make accounting ledger, documents for companies
- Calculate staff's salary for company with 300 staff
- Year - end adjust for company with 15,500 staff

DTP Services

Works

- Images processing (resize, border cutting, background separation)
- Design (flyers, logo, notebook)
- Design websites, developing systems

Software application

- Adobe photoshop, Adobe illustrator, Adobe Indesigner, Corel, Html, Css,...

Outcome