# Clean & Current DATA
## To Power Your Critical Business Operations

## Data Processing and Management Services

Fortified with deep industry knowledge and expertise in managing data through its entire lifecycle, coupled with comprehensive service offerings and proven track record, SunTec delivers business value to several of world's leading companies, helping them competently leverage their data in key business decisions and processes.

### SunTec's Array of Data Services
**Optimize the Value You Derive From Your Data!**

#### Data Entry/ Data Capture Services

SunTec specializes in capturing, digitization and processing of data from diverse input sources such as fax, web forms, emails, scanned images and print documents, etc. We also provide multilingual keyboarding/typing services. We work in all the main languages including English, French, German, Spanish, Swedish and Italian, etc.

We can capture data from both structured and non-structured sources. Our data entry and data capture services comprise:

- Online and Offline Data Entry (including Handwritten Data Entry) Services
- Data Processing
- Document Conversion
- Data Extraction
- Data Capture
- OCR Services

#### Data Mining & List Building Services

SunTec offers data mining and list building services to support the clients in building a current and effective database. We identify and extract data records from relevant data universe and key-in the information as per a prescribed format in any standard or customized database. We ensure that we purge the data, de-duplicate the list, modify and update the incorrect information, split, combine and segment the fields as required, and eliminate the spelling, typographic and upper case/lower case errors, etc.  We are equipped to handle large volume data sets with complete accuracy.

#### Data Cleansing, Enrichment & Standardization

SunTec works towards making your business processes and applications more efficient by cleaning and making your data consistent and accessible through our data standardization services. We take care of:

- Identification of missing or incomplete data, omitted/ misrepresented values among various fields, and de-duplication of records
- Poor or uneven integration of data from diverse sources, viz., inconsistent and conflicting inputs from ERP, CRM, and other such systems
- Data aggregation, organization, standardization, cleansing and enrichment of data
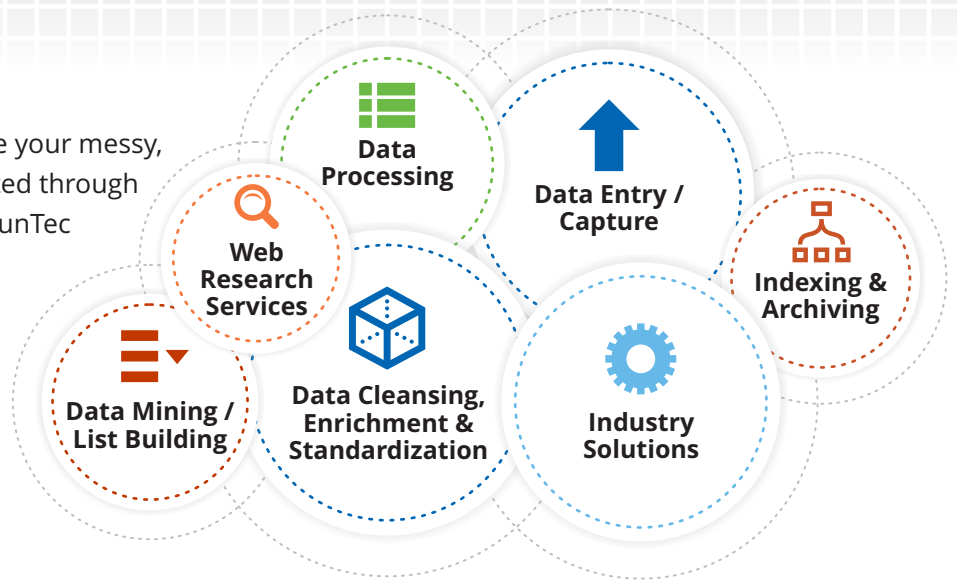
#### Web Research Services

SunTec offers web research services to both institutional as well as individual researchers around the world. Our services enable you with access to financial, economic, and marketing data critical for your analysis and marketing campaigns.

- Competitive research focused on market / product / financial results
- Academic / Institutional research, surveys and feedback
- Research for building targeted mailing lists / marketing distribution list, etc.
- Feasibility research, trending, analysis and reporting
- Database design and input of research data

## Indexing & Archiving Services

If you are looking to sort, and categorize your messy, disorganized, and scattered data collected through diverse sources over a period of time, SunTec offers efficient indexing and archiving services ensuring that your titles are accurately indexed and can get archived in various eArchives, citation and copyright libraries, search engines, or in your Company's database if it is your proprietary document, to generate maximum dissemination and impact.

SunTec has significantly assisted EDMS (electronic document management system) Companies, Universities, Museums, etc., with their indexing needs (including scanned images, purchase orders, invoices, engineering drawings, etc.) Irrespective of whether your documents are in hardcopy format or in digital format, like spreadsheets, database files, word/PDF files, email, voice mail, scanned images, and HTML documents, we can index and archive your information enabling you with faster and focused search, access, and retrieval of required information, thereby improving the efficiency of your organization.

**Data Processing**

**Web Research Services**

**Data Entry / Capture**

**Indexing & Archiving**

**Data Mining / List Building**

**Data Cleansing, Enrichment & Standardization**

**Industry Solutions**

## Industry Verticals & Niches

SunTec delivers an all-encompassing data processing and management services for a number of industry verticals, including (but not limited to):

- Law Firms
- Real Estate/ Mortgage
- Educational Institutions
- NGOs / NPOs / Charitable Institutions
- Human Resources / Job Portals
- DMS (Data Management Systems) Companies
- Medical / Healthcare Data Management
- Insurance Companies
- Marketing Firms

## Our Differentiators

- 15+ years in business
- 3600+ global clients
- 99% accuracy
- Faster turnarounds – over 850 FTEs
- ISO 27001 Certified for Information Security Management
- ISO 9001 Certified for Quality Management System
- Round the clock operations
- Flexibility in ramp-up /ramp-down of team size

## About SunTec

SunTec has extensive experience in providing tailored solutions for clients' data processing and management needs. SunTec has over 1,000 global clients, ranging from Fortune 500 companies to professional societies and associations, law firms, universities and government agencies. SunTec has been providing technology-driven IT / BPO services to clients in US, Canada, UK, Australia, New Zealand, Sweden, Germany, France, Norway, Italy, Denmark, Switzerland, South Africa and Singapore since the year 1999.

## Contact Us

To know more on how our comprehensive data processing and management services can help you overcome your challenges of maintaining accurate, consistent, and reliable data, please contact us at **info@suntecindia.com.**