



# Centrum Doradztwa Biznesowego Sp. z o.o.

Information Kit

**cdb**

# About the company

A group of experienced CDB specialists, managing clients' finances, implements procedures in their companies and manages processes aimed at systematically increasing the efficiency of business operations conducted by entrepreneurs. The CDB team consists of high-class specialists: - financial directors (CFO Outsourcing), controllers, tax advisors, specialists in corporate finance (Accounting Outsourcing) as well as an HR and payroll team.

In addition to the current running of selected cases, e.g. accounting or HR and payroll, we are able to adequately perform a comprehensive analysis of the company, and refer the results to other information about the company and its market environment. As a result of that, specific solutions can be recommended to the management (CFO outsourcing).

For the maximum comfort of our clients, we cooperate with many law and tax offices, which allows us to recommend safe, but at the same time unconventional solutions, each time verified in terms of legal security.

We support our clients in merger and acquisition projects (transaction advisory, valuations).

Languages	Polish, English
Date of creation	2003 (15 years of market activity)
Website	<a href="http://www.cdb.pl">www.cdb.pl</a>
Other	Liability insurance (business liability)

## Management Board



**Michał Mazurek**  
**Member of the Management Board, Partner**



**Robert Rogala**  
**Member of the Management Board, Partner**

# Financial and accounting outsourcing

The service is dedicated primarily to enterprises that are intensively developing and companies from the SME sector that want to optimize the cost of accounting services (get a price adequate to the work performed by the accounting office). Due to modern IT solutions (sending documents in electronic form and electronic flow and acceptance of documents – CDB Workflow), the location loses its importance.

We stand out in the market with:

1. high efficiency: we use modern IT tools that allow to replace the "human factor" with automating accounting processes,
2. market experience: guaranteeing high-quality content,
3. an interdisciplinary team of specialists.

We provide our clients with:

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Optimal costs of accounting and HR and payroll services.

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Adaptation to specific requirements related to the industry in which the client operates or the type of activity of a given company (including responding to the requirements of the Polish Financial Supervision Authority).

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A dedicated system of electronic flow and archiving of documents.

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Fast and reliable financial reporting.

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Cyclical tax and accounting audits.

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Support in liquidity management (monitoring of receivables, reporting and recovery).

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Tax advisory services, affecting the reduction of monthly burdens arising from public and legal liabilities.

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Access to a large team of specialists from all fields of finance and management. Accounting is one of many areas of our activity.

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A Guardian dedicated to the Customer maintains continuous contact with the accountant and the Client; additionally, after consultation with a specific specialist, the Guardian is able to suggest to the Client taking actions outside the accounting area, which may increase the value of the company.

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## CDB Workflow

Main functionalities:

- integrates clients' IT systems with the CDB Workflow System;
- allows replacing the paper documentation flow with an electronic one;
- systematizes and expedites the documents flow and acceptance of documents;
- allows customers to view their documents 24 hours a day, 7 days a week;
- gives the possibility of a flexible definition of rights to accept documents depending on, for example, the amount of the document, the type of the document, change of acceptance rights after exceeding the budget etc.;
- integrating the CDB Workflow system with the accounting system enables automatic posting of on-line documents;
- integration of the accounting system with CDB Workflow and the company's budget allows you to control whether a given expense results in exceeding the budget.



# Personnel (HR) and payroll outsourcing

## **How are we working**

Personnel and payroll services provided for our clients' employees are one of the most important processes that we support. Thanks to the specialization and many years of experience, we are able to organize processes in such a way as to minimize costs on the customers' part while maintaining the high quality of services.

To that end, we have developed a number of IT tools that support and improve basic processes related to ongoing customer service. As an innovative company, we received a lot of subsidies from the EU funds for the development and implementation of modern solutions.

We pay special attention to the quality of services provided and to constantly update the changing legal regulations.





We facilitated the HR and payroll management with:

1. modern IT solutions that automate, organize and accelerate processes, including the Employee Portal or automation of the process of calculating and paying wages (full confidentiality and protection of employees data),
2. support in optimization, preparation and implementation of procedures facilitating HR and payroll management
3. improving the communication process due to the helpline to contact the Client's employees with our HR and payroll department
4. trainings and consultations for the management staff systematizing the necessary knowledge in the field of human resources and payroll
5. access to experts experienced and recognized in the field of labor law

## **Employee Portal**

We provide our Clients with the possibility of using a special IT tool allowing for the processing of various types of documents created in the organization. The tool, above all, facilitates the process of documents flow in the company and gives the possibility of their multi-level acceptance, making it extremely useful, among others in processes related to employment, change of employment conditions and dismissal of employees, but also in concluding civil-legal contracts. The advantage of the Employee Portal tool is the possibility of adapting it to the individual needs of the Client and the possibility of using it for every process repeated in the organization.

The Employee Portal also has the functions of improving for the employees, the personnel services, due to:

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automatic generation of a ready-made referral for medical examination and documents to set up the employee's personal file

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management of holiday request forms - their submission and acceptance as well as access to the current holiday status of an employee

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the employee, using the System, reports a given matter in an orderly manner, receives information about who deals with his or her case and the case status, and finally gets the effect, i.e. the answer, certificate, etc.

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access to payroll slips

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access to electronic version of personal files

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access to cyclical reports

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# Projects and Clients

We serve clients from various industries and economy sectors.

Our clients are service, commercial and production companies employing from several dozen to over a thousand people. Detailed references can be found on our website: <https://www.cdb.pl/o-nas/> (Polish version).

In addition, our quality and ability to service demanding companies is evidenced by the fact that among our Clients we have companies listed on both the Polish and foreign stock exchanges. We have clients from such prestigious industries as finances (where our work is subject to additional verification by the KNF – Polish Financial Supervision Authority) or law (we closely cooperate with the largest Polish law firm – serving a dozen or so of its clients). It is not an obstacle for us to serve companies running nationwide and international activities. Our work is verified by management boards, owners, investors, auditors and Polish and international financial institutions.

Our portfolio also includes such well-known nationwide and international companies as Wittchen S.A., Open Finance S.A., Home Broker S.A., Noble Funds S.A., Bioeton S.A., Storytel, Sandler Training, Volkswagen Bank, Bank Sal Openheim (representative office of a foreign bank), Adamed, Interchem.

We have listed above the main and most well-known clients of our company. The most important thing, however, is that we do not only specialize in servicing the largest ones. Our portfolio also includes medium-sized companies. Our experience and solutions we offer allow us to cooperate even with start-ups as with their growth our team is able to handle the growing number of economic events. Let us present you with the example of Open Finance S.A. – nationwide network of financial advisors. The company started the cooperation with us having only one branch in Warsaw. And after a few years that was to reach several dozen branches throughout the country.

# Contact Person



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# Company data

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