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FOREGLIMPSE



ABOUT US

- **Foreglimpse** is a **Document Management Services Firm** offering **customized cost- effective solutions** to clients for creating paperless offices.
- Our services cover the entire cycle of record management right from handling physical files to intelligent digitization and even record shredding.
- We have offices across India in Delhi, Noida, Gurgaon, Mumbai & Bangalore.
- We adopt a professional approach and thereby thrust on **privacy and confidentiality**.
- We strongly emphasize on quality and timely delivery of records.
- We at Foreglimpse are fully equipped to manage documents with the highest level of ethical standards and pure dedication to **excellence in all operational aspects**.



MANAGEMENT PROFILE

RAJAT BHANDARI - DIRECTOR - FINANCE

He holds a B.Engg (Hons) Mechanical Engineering degree and a MSc in Management from **Imperial College, London**, U.K. Post his Management degree, he worked for 6years at **Barclays Capital, London**. He has a work experience of more than 9 years. He has also attended a Management Development Programme at **IIM, Ahmedabad** on "Transforming Business Enterprises."

ANUSHREE JAIN BHANDARI - DIRECTOR - PROJECT MANAGEMENT

She holds a BSc (IT) degree from **Amity** and an MSc in Management from **Leeds University, U.K.** Post Management, she has worked with **Continental AG, Hannover**, Germany. She holds a work experience of more than 8 years. She has also attended a course on Business Entrepreneurship at IIM, Ahmedabad.

SHIVANI NEGI- MANAGER - MARKETING

Shivani is a Bachelors in Arts from Delhi University. She heads the Marketing Department at Foreglimpse. She has specialized knowledge in Digital Marketing

ARJUN SINGH- MANAGER - OPERATIONS

He holds a Bachelors degree from **Delhi University**. Prior to joining Foreglimpse, he has worked with **Airtel Broadband and Telephone Service and Rai Foundation** as a Data Manager. He holds a work experience of more than 3 years.



USE OF PAPER = CUTTING OF TREES

One tree produces 8350 pages



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OUR SERVICES

- Physical Record Management
 - Digitization
- Adding Intelligence (Indexing/Bookmarking)
 - Business Process Optimization
- Cloud Transformation & Management
 - Document Management Software
 - Offsite Data Storage
 - Secured Shredding



MARKET SEGMENTS

- Law Firms
- Insurance
- Infrastructure
- Education
- Government
- HR
- Healthcare
- Corporate Advisory
- Real Estate
- Chartered Accountants
- Travel Sector
- Hospitality
- Pharmaceutical
- Labs
- Manufacturing



INFRASTRUCTURE

- Biometric Access Control
- Fire Fighting Devices
- CCTV Cameras
- Security Guards
- Pest Control
- Digital Locker
- Burglar Alarms



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Document Scanning



FILE STACKING
AND BARCODING



PHYSICAL STORAGE



PICK UP FROM
CLIENT

DOCUMENT
SCANNING

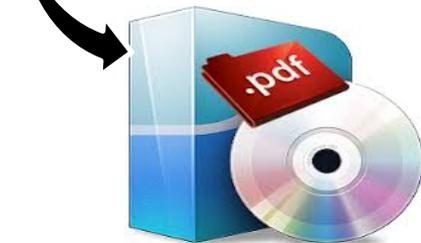
PROCESS FLOW



INDEXING



FILE DELIVERY



HDD/CD WRITING



OFFSITE BACKUP/CLOUD



SECURE SHREDDING



FOREGLIMPSE ADVANTAGE

- Creating A Paperless Environment
- OCR Enabled Documents
- Efficiency And Better Control of Information
- Data Consolidation
- Safe Storage
- Avoiding Data Redundancy
- Resolving Space Constraints
- Time Saving
- Cost Control
- Faster Data Retrieval
- Timely Delivery



CONTACT

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