



# **K. K. Ramani & Co.**

**Advocates**

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## **To Whomsoever it may concern**

We are a 50 year old firm of Advocates and we specialize in Taxation and Property. Our Email system is based on Microsoft Office 365 . We have a Gold Managed Services Contract with TechGyan who manage our Technology Infrastructure. We are very pleased with the reliability of our Email system . We also like the fact that our Email and MS Office is always the latest edition with the best features.

As a part of our continued focus on Productivity , TechGyan has conducted workshops in the area of Task Management , Time Management and Email Management. Subsequent to the Workshops , the Consulting Team of TechGyan has rolled out Techniques and Processes to help us improve Task Management and Time Management .

The Task Management system has given us a centralized Cloud based system for allocation and monitoring of Tasks . The Senior Management has a clear view of the progress of various Tasks . As per our estimates , our efficiency in the area of Task Management has gone up by about 25% .

The Time Management system has ensured that all our Senior Associates manage their Time more efficiently . The Back Office Staff also has a clear view of Free- Busy Time of the Associates and are able to fix Client appointments immediately . As a result , we are in a position to handle at least 10% more Client Appointments.

In addition to Office 365 , we have also implemented Azure Cloud Backup which ensures that all our critical data especially the legal documents are regularly backed up to the Cloud giving us a peace of mind.

We feel that Microsoft Cloud Services like Office 365 and Azure are extremely useful for us . And we believe that the quality of knowledge of the latest Technology trends exhibited by TechGyan is superb and we are happy to be associated with them.

For **K.K. Ramani & Co.**

A handwritten signature in blue ink, appearing to be 'K.K. Ramani', written over a horizontal line.

Partner