

SAMBAL FREE RIDER ENTERPRISE





STAFF PROFILE



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(HR)



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Introduction

VIRTUAL WORKSPACE

A digital environment that enables individuals or teams to collaborate, communicate, and perform tasks remotely using cloud-based tools, software, and platforms. It replicates the functions of a physical office in a virtual setting, offering access to resources, applications, and data needed for work, regardless of location.

SME (Small and Medium-sized Enterprises) businesses that fall below specific thresholds in terms of their number of employees, annual revenue, or assets. These thresholds vary across countries and industries, but SMEs are typically smaller than large corporations and are an essential part of the global economy.





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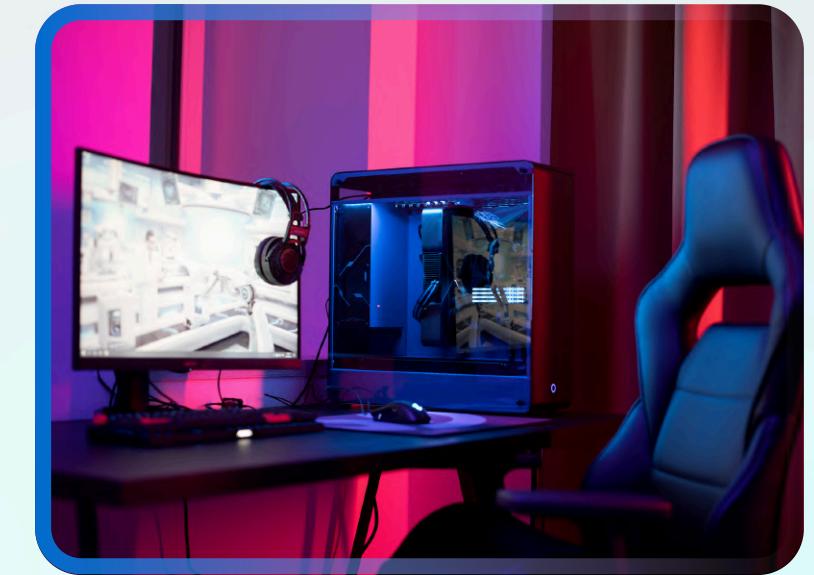
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Why Virtual Workspace?





Benefit Of Virtual Workspace



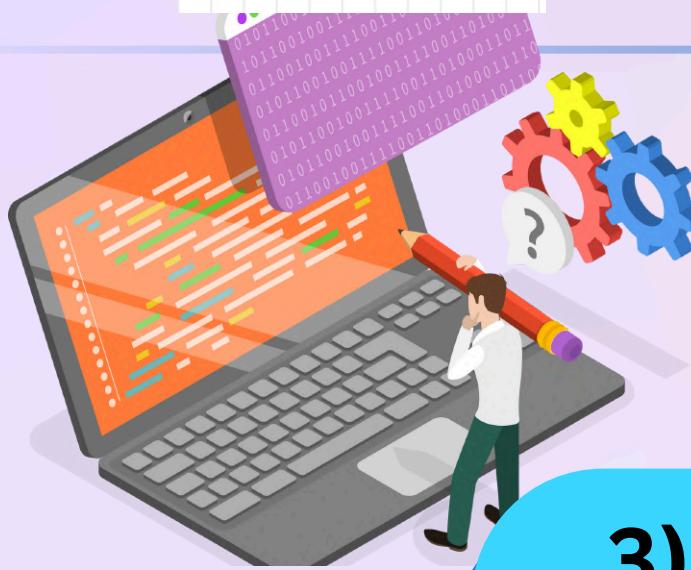
1) Lower operating costs

- SMEs can drastically save costs related to office rent, utilities, office supplies and other tangible office-related expenses by allowing employees to work from home or other locations.

2) Virtual Work-Life Balance

- Employees can better manage their work-life balance if they have the option to work remotely using apps and the internet. This can reduce stress levels and increase their general satisfaction level.
- It also allows them to rest without having to physically do work or respond to personal obligations, which can increase their productivity and mental well-being.





Benefit Of The Chosen Tools

3) Can make decisions more faster

- Faster communication and decision making can be done instantly by using virtual technologies such as being able to use the internet including shared online documents, video conferencing and instant messaging.
- Regardless of where they are, it can also help employees collaborate in real-time, which can further speed up problem solving and enable a more flexible response to the business without any barriers.

4) Improve Work Quality

- With access to the internet and a wide range of applications - allow workers to obtain accurate information promptly.
- A salesperson can check real-time product inventory before placing a customer's order, ensuring better customer service.

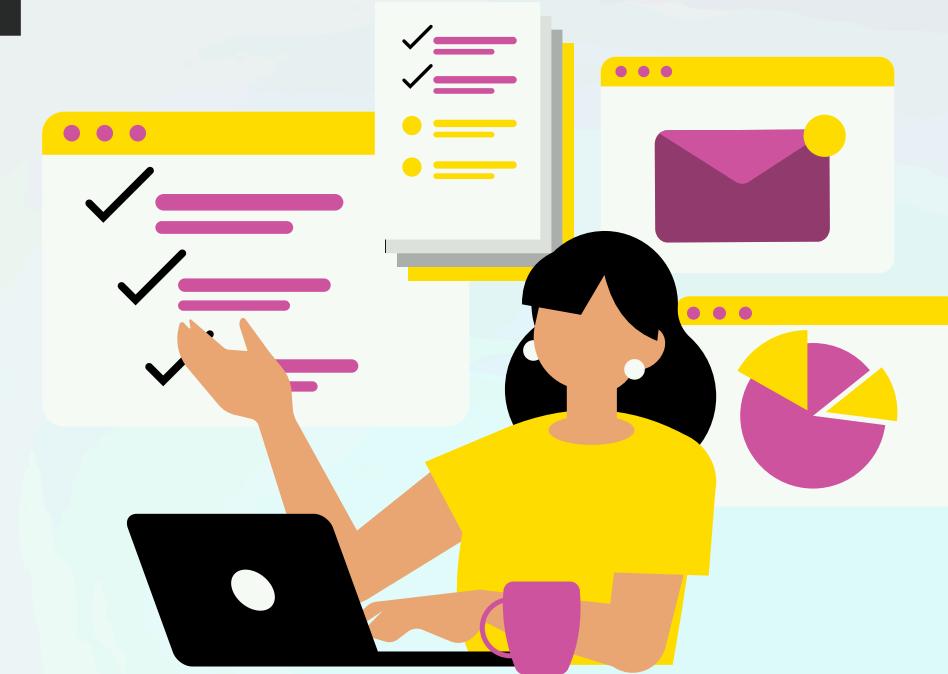




Benefit Of The Chosen Virtual Workspace



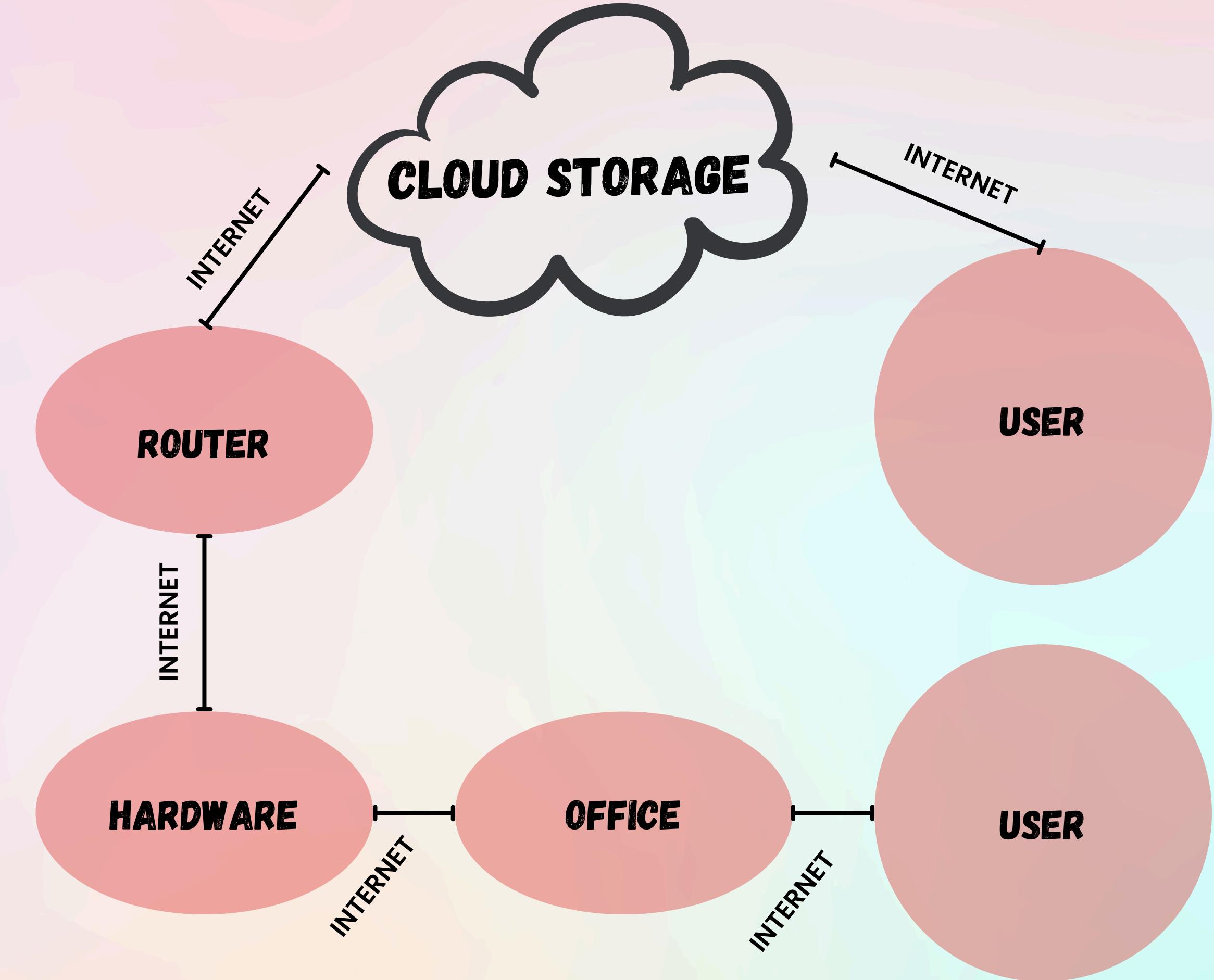
Relevance in Remote Work:



- Computers, smartphone play a crucial role in remote work, acting as platforms for virtual meetings, team collaboration, and task management. Software like Zoom, Microsoft Teams, and Slack ensure seamless communication among teams without physical presence. For example, team meetings that previously required everyone to be present can now be conducted online, saving time and travel expenses.



VIRTUAL OFFICE DESIGN





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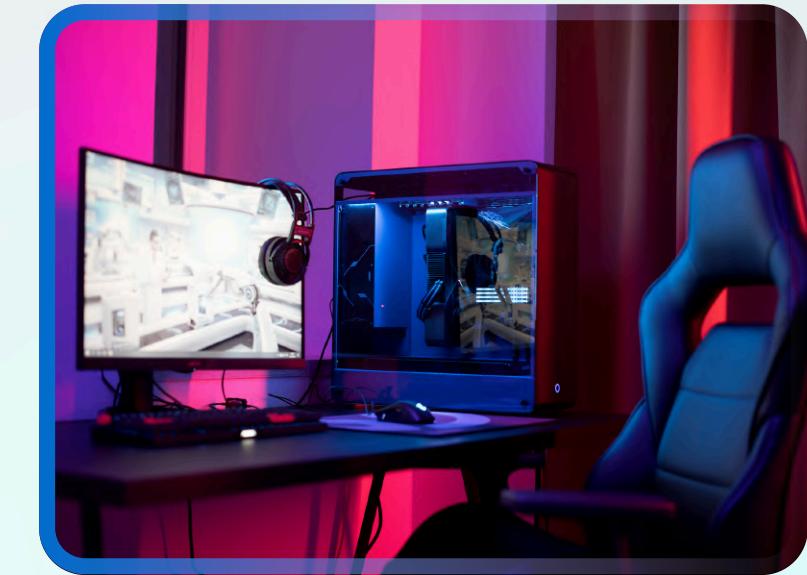
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SOFTWARE COMPONENTS





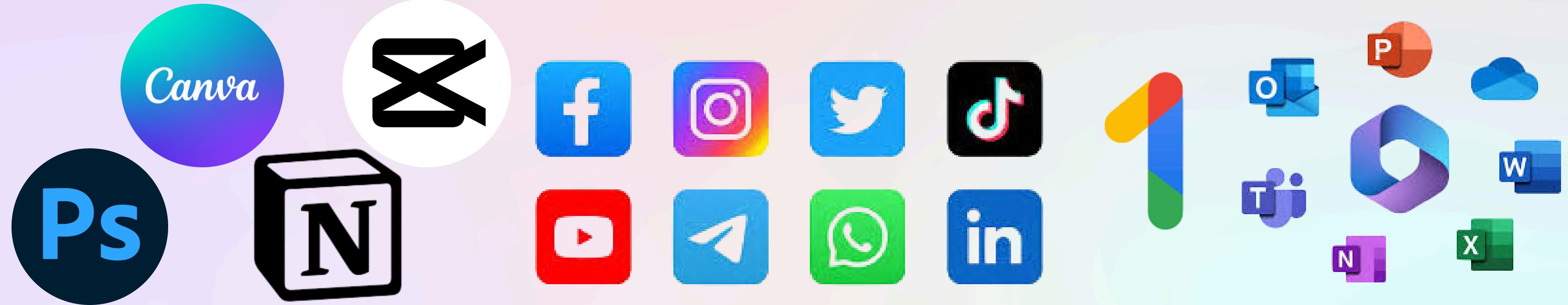
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**PHOTO &
VIDEO
EDITING**

**KNOWLEDGE
CENTER**

PRODUCTIVITY

COMMUNICATION

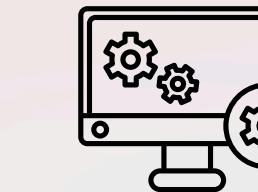
STORAGE

**CLOUD
SECURITY**



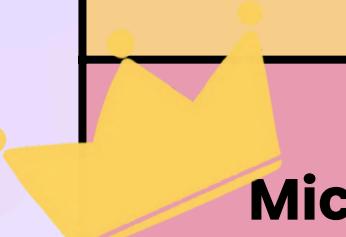


Software comparison



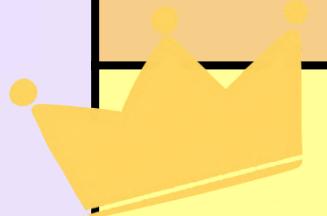
Software	Task Management	Automation	Storage	Best For
Google Voice	Basic message handling, voicemail and call logs.	limited to call forwarding and voicemail	easy access via google account	unified phone number across devices for calls and texts.
Mighty Text	Basic message handling, voicemail and call logs.	limited for SMS	primarily for backups but not as extensive as google voice	great for managing SMS and notifications across devices
Microsoft 365 Family	Integrated via Microsoft To Do & Planner	Limited automation through Power Automate	1TB per user (up to 6 users)	multiple users
Google Workspace	Integrated via Google Tasks & Keep	Basic automation with Google Apps Script	1TB total (individual use)	Solo professionals



Software	Task Management	Automation	Storage	Best For
 Microsoft Defender for Business	Focuses on managing security tasks through threat analysis	Automated threat detection, investigation, and remediation	-	Small to medium-sized businesses needing comprehensive endpoint protection
 Sophos Intercept X	Focuses on managing endpoint protection tasks	Advanced AI-driven threat prevention and response	-	Businesses requiring strong ransomware and exploit prevention
 Canva Premium	Simplified design collaboration with shared folders and templates	Automated resizing, background remover, and brand kits	1TB of cloud storage	Teams and individuals needing versatile templates for quick designs
 Adobe Express Premium	Basic project organization for shared designs	Automated resizing and content scheduler	100GB of cloud storage	Beginners and small teams needing brand-specific content creation





Software	Task Management	Automation	Storage	Best For
 Adobe Acrobat Pro	Advanced tools for collaboration, commenting, and review workflows	Strong automation with customizable actions, batch processing, and workflows.	Offers 20 GB of free cloud storage.	Best for enterprises and professionals
Foxit PDF Editor	Similar features but with fewer collaboration tools.	Good automation features like batch processing, document creation, and workflows	-	Best for users looking for a lighter, cost-effective PDF editor





Software	Task Management	Automation	Storage	Best For
 TimeTec Cloud	Provides task scheduling, tracking, and project management.	Customizable workflows for different tasks.	Cloud-based storage for timesheets, reports, and employee data with secure access.	small and larger teams
 Toggl Track	similar but lack deeper scheduling features.	Basic automation features	Cloud-based storage for time tracking and project data, integrates well with other cloud platforms.	freelancers and small teams

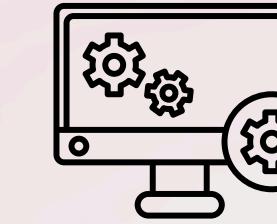


Software	Task Management	Automation	Storage	Best For
 Acronis Dedicated Server	Supports automated backup plans.	Strong automation features	Offers cloud-based storage for large amounts of data.	businesses needing a dedicated server
 Veeam Backup & Replication	focused on backup task automation.	similar but more focus on virtual environments.	Provides a variety of storage options	businesses looking for high-performance
 Microsoft SharePoint	Offers task management features through integration with Microsoft Teams, Planner,	Strong automation via Power Automate	Cloud storage via OneDrive and SharePoint	organizations needing advanced work
 Google Workspace (Drive & Docs)	Task management primarily through Google Tasks	Automation available through Google Apps	Cloud storage via Google Drive	Teams looking for an easy-to-use,





Cloud Storage



Feature	Google One 2TB	Dropbox Plus (2TB)	iCloud+ 2TB	OneDrive 2TB
Cross-Platform	Works on all platforms	Moderate compatibility	Best on iOS/macOS	Best on Windows
Backup Capabilities	Full device backup + Photos	Basic device backup	Apple devices only	Limited to files in OneDrive
Video Playback	Supports 4K streaming	Limited	Limited	Basic
Security	End-to-end encryption + 2FA	2FA only	Standard Apple encryption	2FA only
File Sharing Limits	Large files up to 5TB	2GB file size limit	Limited sharing options	Limited sharing options





OUR SOFTWARE CHOICES

- **FOR EDITING : CANVA, ADOBE PRO**
- **FOR TEAM MANAGEMENT : NOTION, TIME TEC CLOUD**
- **FOR STORAGE : GOOGLE ONE 2TB**
- **FOR KNOWLEDGE CENTER : NOTION, MS SHAREPOINT**
- **FOR COMMUNICATION : SOCIAL MEDIA, GOOGLE VOICE, NOTION**
- **CLOUD SECURITY : MS DEFENDER, ACRONIS DEDICATED SERVER**



Microsoft
Defender





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Hardware Components





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COMPUTER

LAPTOP



CAMERA

SMARTPHONE



PRINTER

INTERNET





Computer

HR

Types of Comp..	Processor	Storage	Display
MacBook Air M2	Apple M2 Chip	16GB, 512GB SSD	15.3-inch Liquid Retina
Compared			
Dell XPS 13	Intel Core i5-1235U or i7-1260P	16GB, 512GB SSD	13.4-inch Full HD
Acer Swift 3	AMD Ryzen 5 5500U	16GB, 512GB SSD	14-inch Full HD

Types of Comp..	Processor	Storage	Display
HP Pavilion X360	Intel Core i5-1235U	16GB, 128GB SSD	14-inch touchscreen
Compared			
Dell XPS 15	Intel Core i5-1235U or i7-1260P	16GB, 512GB SSD	15.6-inch OLED 3.5K
ASUS ZenBook 14X	Intel Core i7-13700H	16GB, 512GB SSD	14.5-inch 2.8K OLED

CEO





Computer

Marketing

Office Use

Types of Comp..	Processor	Storage	Display
Lenovo IdeaPad Slim 5	AMD Ryzen 5 7530U	16GB, 512GB SSD	16-inch WUXGA, 300 nits, 60Hz
Compared			
ASUS Vivobook Pro 14	AMD Ryzen 7 5800H	16GB, 512GB SSD	14-inch 2.8K OLED
Dell Inspiron 16 Plus	Intel Core i7-12700H	16GB, 512GB SSD	16-inch 3K

Types of Comp..	Processor	Storage	Display
Microsoft Surface Studio 2+	Intel Core i7-11370H	32GB, 1TB SSD	28-inch PixelSense Touch
Compared			
Apple iMac 24-inch (M1)	Apple M1 (8-Core CPU)	16GB, 1TB SSD	24-inch Retina 4.5K
Dell OptiPlex 7780 All-in-One	Intel Core i7-10700	64GB, 1TB SSD	27-inch Full HD



Smartphone

Types of Smartphone	Processor	Storage	Camera
Samsung S24 Ultra	Qualcomm Snapdragon 8 Gen 3	16GB, 512GB	200MP (Main), 12MP (UW), 50MP, 10MP
Compared			
iPhone 15 Pro Max	Apple A17 Pro	8GB, 512GB	48MP (Main), 12MP (UW), 12MP
Google Pixel 8 Pro	Google Tensor	12GB, 512GB	50MP (Main), 48MP (UW), 48MP

Printer

Types of Printer	Printer Type	Resolution	Media Handling
Brother TJ4020TN	Industrial Thermal Transfer	203 dpi	Label, continuous roll, fanfold
Compared			
Zebra ZT230	Industrial Thermal Transfer	203 dpi / 300 dpi	Label, continuous roll, fanfold
TSC TTP-247	Industrial Thermal Transfer	203 dpi / 300 dpi	Label, continuous roll, fanfold



Internet

MAXIS Home Fibre	Compared	Unifi Business	Onexox	TP-Link Archer
Fibre Optic	Service Type	Fibre Optic	Mobile MVNO	Wireless Routers
1 Gbps	Speed	500 Mbps	3 Mbps	1 Gbps
Free router	Router Features	Free router	Free router	Dual-band, Tri-band
2.4 GHz, 5 GHz	Frequency Bands	2.4 GHz, 5 GHz	2.4 GHz, 5 GHz	2.4 GHz, 5 GHz
RM249.00	Price / month	RM239.00	RM80.00	RM300.00
Unlimited	Data Cap	Unlimited	Based on mobile data plan	Unlimited



OUR HARDWARE CHOICES

- **SMARTPHONE : SAMSUNG S24 ULTRA**
- **LAPTOP : LENOVO IDEAPAD SLIM 5, HP PAVILLIONX360, MACBOOK AIR M2**
- **COMPUTER : MICROSOFT SURFACE STUDIO 2+**
- **PRINTER : CLOUD PRINTER BROTHER TJ4020TN**
- **INTERNET : MAXIS HOME FIBRE**





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Office

Equipment





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**PC ACCESSORIES
MOFII ERGONOMIC
WIRELESS KEYBOARD &
MOUSE**

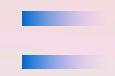
**LAPTOP ACCESSORIES
UGREEN VERTICAL
MOUSE**

**HEADPHONE
SPRISE NC15 WIRELESS
BLUETOOTH HEADPHONE**

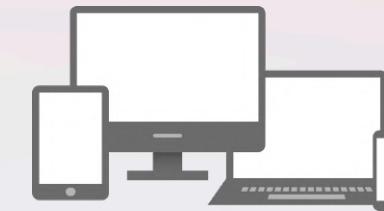
**ERGONOMIC CHAIR
KEEPGOING MAX OFFICE
ERGONOMIC CHAIR**

**ERGONOMIC TABLE
XPANSE GAMING TABLE**





Office Equipment



- **Mofii Ergonomic Wireless Keyboard**

- Can reduce wrist strain
- Keeps the wrists in a straight position
- Increase the comfort of employees

- **Ugreen Vertical Mouse**

- Support the natural hand position
- Prevent De Quervain's Tenosynovitis

- **Xpanse Table**

- Can be adjusted in height
- Promote better body posture
- Improve employee health and company productivity

- **Ergonomic Office Chair**

- Design can provide comfort to workers
- Wide design, soft cushions, lumbar support
- Maintain spinal curvature

- **Wireless Bluetooth Headphone - SPRISE NC15**

- For customer services
- Upgraded 5.4 Bluetooth chip
- Soft earmuffs
- 500 mAh, ANC button turns
- Improve the customer interaction experience



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Cost



Breakdown



SOFTWARE FOR STORAGE	MONTHLY	ANNUALLY
Google One 2TB	RM 97.99	RM 1175.90
Microsoft 365 Family	RM 54.00	RM 648.00

SOFTWARE FOR EDITING	MONTHLY	ANNUALLY
Adobe Pro	RM 66.50	RM 798.00
Canva Premium	RM 45.00	RM 540.00

SOFTWARE FOR CLOUD SECURITY	MONTHLY	ANNUALLY
MS Defender Business	RM 10.80	RM 129.60
Acronis Dedicated Server	RM 81.90	RM 982.80

SOFTWARE FOR KNOWLEDGE CENTER	MONTHLY	ANNUALLY
Notion	RM 67.60	RM 811.20
Microsoft Sharepoint	RM 45.00	RM 540.00

SOFTWARE FOR COMMUNICATION	MONTHLY	ANNUALLY
Social Media	FOC	FOC
Google Voice	RM 44.95	RM 539.40

SOFTWARE FOR FINANCING	MONTHLY	ANNUALLY
TimeTec Cloud	RM 15.00	RM 180.00
Total Cost	RM 528.75	RM 6 344.90

HARDWARE TOOLS	QUANTITY	PRICE	TOTAL PRICE
MacBook Air M2	1	RM 4 069.00	RM 4 069.00
Hp Pavilion X360	1	RM 3 999.00	RM 3 999.00
Lenovo IdeaPad slim 5	3	RM 3 779.05	RM 11 337.20
Microsoft Surface Studio 2 +	1	RM 13 999.00	RM 13 999.00
Samsung S24 Ultra	2	RM 6 799.00	RM 13 598.00
Maxis Home Fiber	5	RM 249.00/month	RM 1 245.00/month

Total Cost: RM 48 247.00

OFFICE EQUIPMENT	QUANTITY	PRICE	TOTAL PRICE
Mofii Ergonomic Wireless Keyboard&Mouse	1	RM 269.90	RM 269.90
Ugreen Vertical Mouse	5	RM 79.00	RM 395.00
Xpanse Gaming Table	6	RM 499.90	RM 2999.40
Ergonomic Office Chair	6	RM 149.00	RM 894.00
Wireless Bluetooth Headphone	1	RM 43.50	RM 43.50
Cloud Printer-Brother tj4020tn	1	RM 3421.00	RM 3421.00

Total Cost: RM 8 022.80

SETUP COST FOR EACH EMPLOYEE	TOTAL COST	SETUP COST FOR EACH EMPLOYEE	TOTAL COST	TOTAL COST
Chief Executive Officer <ul style="list-style-type: none"> -HP Pavilion X360 -Maxis Home Fibre -Google One -Ergonomic Mouse -Xpanse Table -Ergonomic Office Chair 	RM 5 127.90	Marketing <ul style="list-style-type: none"> -Lenovo IdeaPad Slim5 -Samsung Galaxy S24 Ultra -Maxis Home Fibre -Canva Premium -Adobe Pro -Google Voice -Ergonomic Mouse -Xpanse Table -Ergonomic Office Chair 	RM 11 711.40	RM 38 684.20
Human Resources <ul style="list-style-type: none"> -Ms Defender -Acronis -Ms Sharepoint -TimeTec Cloud -MacBook Air M2 -Maxis Home Fibre -Ergonomic Mouse -Xpanse Table -Ergonomic Office Chair 	RM 5 266.45	Customer Service <ul style="list-style-type: none"> -Notion -Lenovo IdeaPad Slim5 -Maxis Home Fibre -Ergonomic Mouse -Xpanse Table -Ergonomic Office Chair -Bluetooth Headphone 	RM 4 867.05	

INITIAL SETUP COST	PRICE
Total Hardware Tools	RM 47002.20
Total Office Equipment	RM 8132.80
Total	RM 55135.00

RECURRING COST	PRICE
Software Tools	RM 554.60
Maxis Home Fibre	RM 1245.00
Total	RM 1799.60

Hidden Cost	PRICE
Maintenance	RM 1500.00
Utilities	RM 1320.00
Total	RM 2 820.00



Overall cost : RM 59 754.60





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