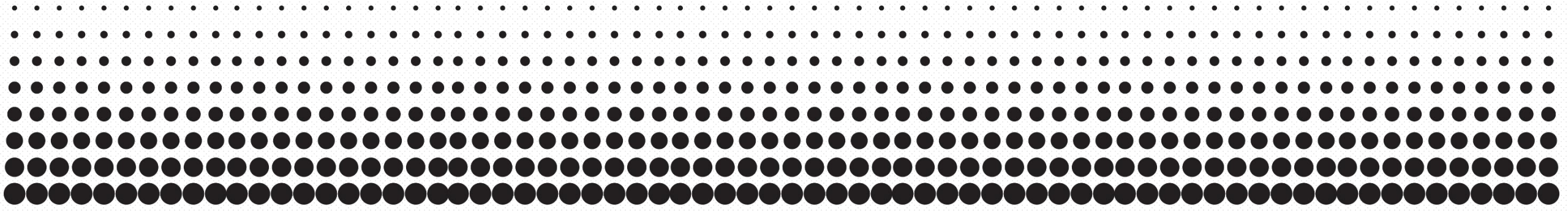




TO SOLUTIONS VIETNAM CO.,LTD

Beginner training



CONTENT OF THE PRESENTATION

- About us
- Motto
- Our Service
- Organization chart
- Company rules
- Company allowance
- Business manual
- Other guide





TO SOLUTIONS VIETNAM

A MEMBER OF KEWPIE GROUP WITH OVER
100 YEARS HISTORY IN JAPAN

TO SOLUTIONS Japan

- Established in 2005, a member of Kewpie Group
- Capital Investment: 90M JPY
- Number of employees: about 140 people
- Main business:

System
Development
to Kewpie
Group

Selling
Design &
Developed
System

Manage
Computer
System

ICT Support
Service
Sell related
Equipment

樂業偕悅

(Rakku Gyuo Kai Etsu)

Xây dựng một môi trường làm việc vui vẻ
Làm hết sức, chơi hết mình

www.to-solutions.com.vn



OFFSHORING & OUTSOURCING

- Software Design, Software Development & Maintenance, Software Testing as customer request



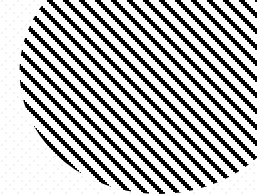
ICT SUPPORT

- Consult and support device management, software license management, etc.
- Consult and support IT infrastructure and network resources management.
- Consult and support network security and information security incident management.



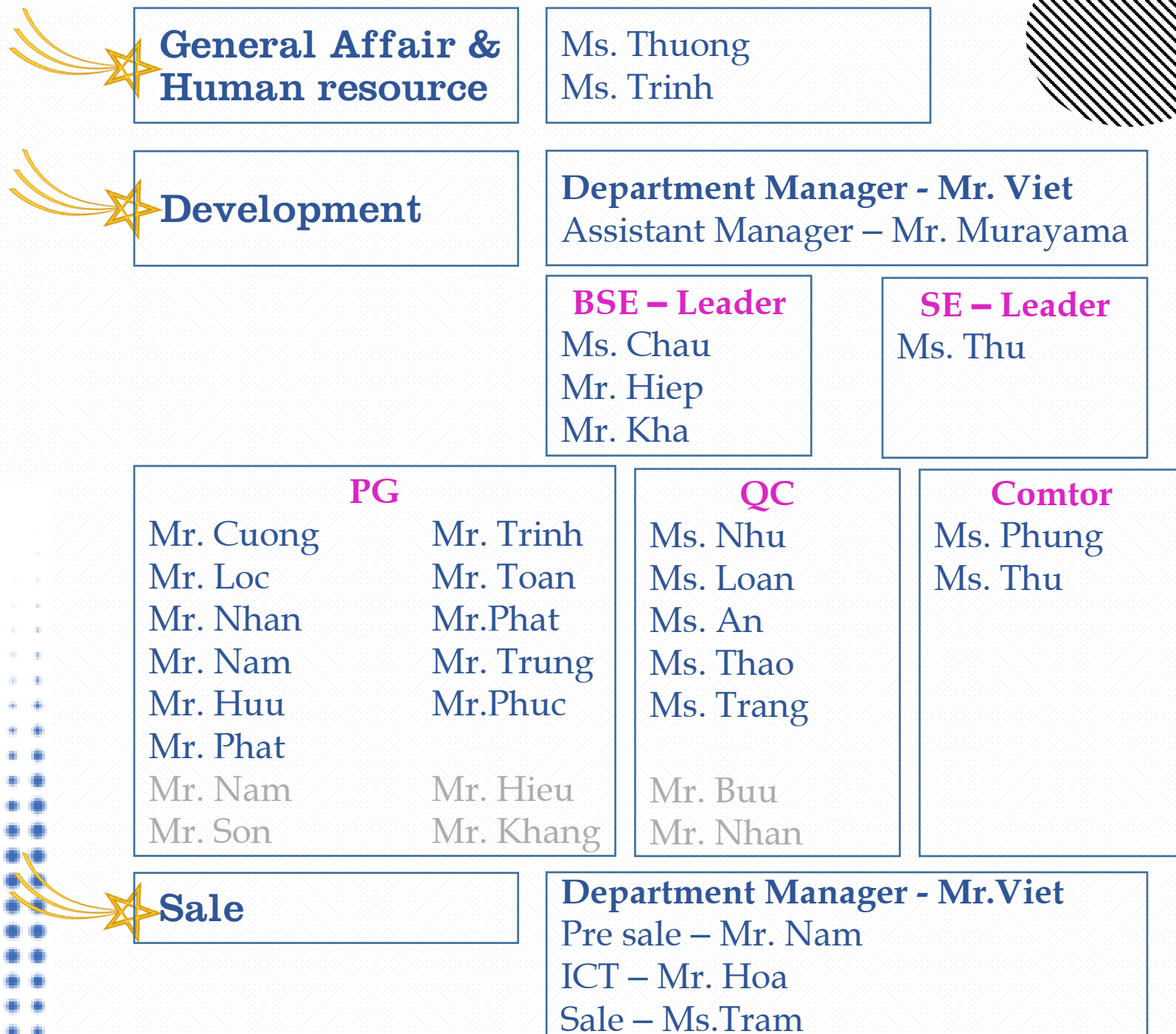
CONSULT BUSINESS SOLUTIONS & SYSTEM DEPLOYMENT

- Consult and deploy food production management system
- Consult technology solutions for real activities of clients



General Director Mr. Mochida Toru

Total: 30 people





Working time

08:00 ~ 17:00

In case of late/ off
contact to PIC
immediately



PC

X Don't move out of
office without
permission

X Don't install soft-
ware without
permission

X Don't save private
data in company PC

X Contact to PIC in
case of have any
problem to PC



Internet

X No private purpose
on company PC
No shopping online

X No connect to
Internal network by
private equipment

X B careful when
using picture, video...
from internet
(Copyright rules)

X In case of Virus,
disconnect & contact
PIC immediately



Documents

There are 3 level:

- ❖ Level 1: Confidential
- ❖ Level 2: Internal
- ❖ Level 3: Public

to distinguish when you
want to share your info

X Be careful when
revise, delete data in
server.

X Destroy security
document/equipment
after use

X Take pass when send



Area

X Always use security
card to in/out

X No external person
in without permission

X Lock by key after
use

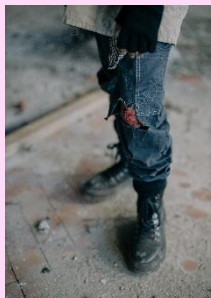
X Keep your place
clean desk & clean
screen

X No smoking in
working area





No dirty clothes



No torn clothes



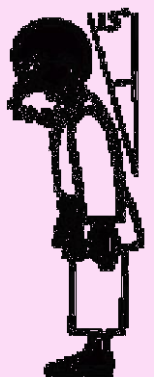


No sandal

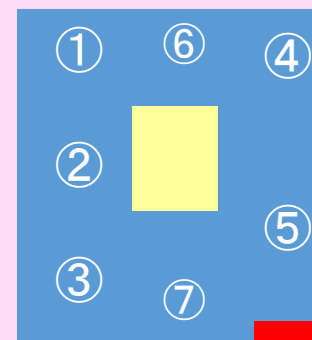
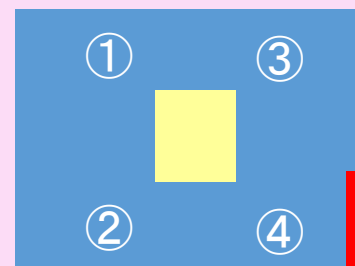
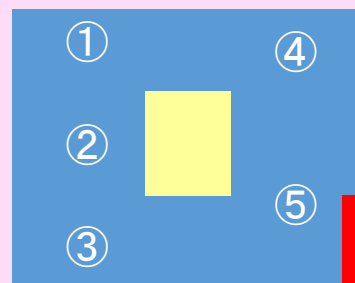


- ❖ Nhìn mắt đối phương.
- ❖ Đưa bằng cả hai tay.
- ❖ Đưa danh thiếp theo hướng để đối phương có thể đọc được



- ❖ Không với tay qua bàn để đưa danh thiếp

<u>Chào xã giao</u>	<u>Chào thông thường</u>	<u>Chào lịch sự</u>
		
Với đồng nghiệp	Với khách hàng	Trong tình huống trang trọng



- ❖ Vị trí dành cho người quan trọng nhất: Xa cửa nhất

- 1. おはようございます

- 2. こんにちは

- 3. 行ってきます

- いらっしやい

- 4. ただいま

お帰りなさい

- 5. よろしくお願いします

- 6. お疲れ様でした

- 7. お先に失礼します

- 8. いただきます

- 9. 有難う ございます

- 10. ごちそうさまでした 有難うございます

O ha yo go zai masu

Kon ni chi ha

Itte ki masu

Iras syai

Ta da ima

Okaerinasai

Yo ro si ku O ne gai shi masu

O tsu ka re sa ma de si ta

O sa ki ni Shi tsu rei shi masu

I ta da ki masu

A ri ga to go zai masu

Go chi so sa ma de si ta A ri ga to go zai masu

Chào buổi sáng

Chào buổi trưa

Tôi đi đây ạ

Anh/chị đi bình an

Tôi về rồi ạ

Chào mừng anh/chị về

Xin nhờ giúp đỡ ạ

Anh/chị vất vả quá

Tôi xin phép đi trước

Mời mọi người ăn

Cảm ơn

Cảm ơn đã mời tôi ăn

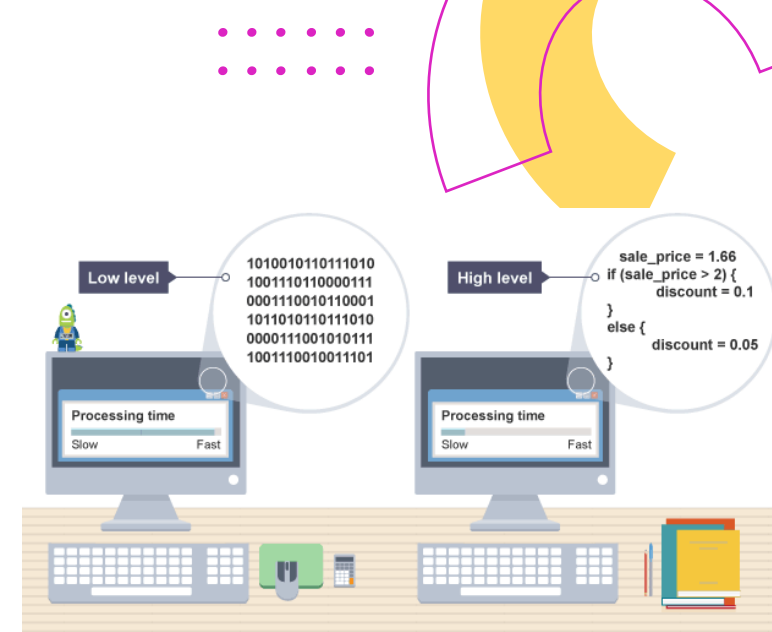


CONTACT

- \\192.168.0.99\000_Common\091_NoticeFromGA\01.Contact\ContactList.xlsx



FORM



SYSTEM

- Employee management
- Attendance management
- Project management
- Device management