**Progress Report - IT Initiatives in Banking**

**Reporting Period: September 2023**

**Dear Manager,**

I hope this report finds you in good health. As a dedicated member of Hijaz Finance's Information Technology (IT) team, I am pleased to present an update on our recent IT initiatives and contributions during the month of September.

Security Policy Implementation:

I am delighted to report that we have successfully developed and implemented a comprehensive security policy tailored specifically for Hijaz Finance. This security policy serves as a crucial framework to safeguard our assets and data, ensuring the utmost protection and resilience against potential threats.

Account Management and Support:

A significant part of our efforts during this period has been focused on efficient account management and providing unwavering support to our office members. We've consistently extended our assistance to our colleagues, ensuring that they have the necessary resources and guidance to perform their tasks effectively.

Monthly Internet Subscription:

To ensure uninterrupted access to online resources and maintain the efficiency of our IT infrastructure, we have continued to provide consistent monthly internet subscriptions for our team. This investment is pivotal in facilitating our work and maintaining seamless operations.

Website Update:

We are committed to enhancing our online presence and user experience. During September, we successfully updated our website, ensuring it remains up-to-date and aligned with industry standards. This is essential to reflect our commitment to modern and user-friendly digital services.

Intern Training Program:

I trained the internees about how the system works and now they are well conversant with it

I have also dedicated time to the professional development of interns by providing them with insights into our operational processes at Hijaz Finance. Through training sessions, we are helping them understand how our processes work, which will contribute to a more skilled and capable workforce.

As we move forward, we remain committed to monitoring the progress of these initiatives and striving for excellence in our contributions. If you have any questions or require additional information, please do not hesitate to reach out.

Sincerely,

Higeni Abdul Karim

IT Department

Hijaz Finance - Interest-Free Finance

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