

Administrative Efficiency

office has developed systems to manage the basic office operations and enhance the administrative efficiency. Some of the office functions related to admin. work:

1. Represent information
2. Computer
3. Software



Employees have complete access to all the capabilities. Efficient and effective utilization of the assets is required to ensure effective communication. An effective human resource management system that includes employee self service is greatly needed to improve the efficiency of the human resources in the modern companies.

office is well based on the important information system approach. An employee's complete details, his employment details, access the system. The employee's name and addresses can be managed using the system. The employee's career progression throughout the employment period can also be captured in the system. This allows