**Office Management System** - This project involved directing the development of a comprehensive system to streamline office operations and manage daily activities.

# • Order Recording and Processing:

Officers receive these requests and record them within the system, categorizing them with different levels or statuses to indicate their progress. The system then analyzes the student's requirements and matches them with suitable teachers based on criteria such as expertise, availability, location, etc.

## Teacher Matching and Selection:

Once the system identifies potential matches, it presents this information to students, allowing them to choose their desired teachers from the available options. Students may have access to teacher profiles, which could include information about their qualifications, teaching experience, ratings/reviews from previous students, etc.

## • Order Status Tracking:

The system tracks the progress of each order, indicating whether it's in the pending stage (awaiting teacher selection or confirmation) or the complete stage (after the hiring process is finalized). Officers can view the status of each order, monitor who is assigned to it, and track its progress through different stages.

# Task Management and Monitoring:

Officers have access to a dashboard or interface where they can view their daily tasks and assignments. Tasks are categorized based on priority, deadline, or status, allowing officers to efficiently manage their workload. The system provides real-time updates on task statuses, ensuring officers stay informed about pending tasks and completed activities.

#### Financial Indicators:

The system may include financial tracking features, allowing officers to monitor budget allocations, expenses, payments to teachers, etc. Officers can generate reports or summaries to analyze financial data, identify trends, and make informed decisions about resource allocation.

#### • Role-Based Access Control:

Access to different features and functionalities within the system is restricted based on the roles and positions of users (officers, teachers, administrators, etc.). This ensures that sensitive information is only accessible to authorized personnel and helps maintain data security and confidentiality.

**Tutoring website** - The Tutoring Website project introduced a powerful search feature, enabling teachers to easily find students based on their location and enhancing communication.

- Implemented a robust search functionality allowing teachers to locate students based on their location, streamlining the communication process
- Office staff submit classes and locations through the Office Management System
- Teachers can search for students in their location and submit requests
- If the office staff approves the teacher's request, the teacher can start the process of teaching to their students.

**Job website** - The Job Website project aimed to simplify the task submission process for part-time staff members through the development of a user-friendly web application. This platform was designed to streamline the daily activity submission process, ensuring efficiency and accuracy in payment operations for part-time staff members.

- Developed a user-friendly web application to streamline daily activity submission for part-time staff.
- Enabled part-time staff members to submit their daily operations seamlessly through the web application.
- Determined pricing for each activity submitted by part-time staff members, ensuring transparency and consistency.
- The activities submitted by the part-time staff members are checked and approved by the office staff through the Office Management System
- If the office staff approves the activity, the corresponding part-time staff members' balance will be updated (increased amount).
- Provided part-time staff members' with the ability to check their account balance and enabled them to initiate withdrawal for their accumulated balance.

**Static website** - The Static Website project aimed to develop a user-friendly online platform for a company, emphasizing simplicity and accessibility, featuring essential information and announcements.

- Implemented a comprehensive introduction about the company, providing visitors with insights into its mission, values, and services.
- Developed a seamless registration process for students interested in enrolling in lessons offered by the company.
- Implemented a specialized section for teachers to apply for teaching positions within the company.