



ARSHAD AYUB
GRADUATE BUSINESS SCHOOL

2024

ANNUAL REPORT

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30 JULY 2024

TAKLIMAT OA STRENGTHENS DIGITAL WORKFLOWS AT ARSHAD AYUB GRADUATE BUSINESS SCHOOL

On 30 July 2024, a Taklimat OA (Office Automation) was held at Arshad Ayub Graduate Business School, delivered by Pn. Norelissuryani Mokhtar (Penolong Pegawai Teknologi Maklumat Kanan FA32 (Ketua Seksyen)).

The briefing aimed to provide participants with a clearer understanding of the Office Automation (OA) system, particularly in supporting the efficient management of administrative tasks, document processing, and internal workflows. The session also highlighted how OA can enhance productivity, improve record tracking, and streamline communication across departments, helping the university achieve more effective and organized operations.





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