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BRINGING IDEAS TO LIFE

BITCOM VISIBILITY

TECHNOLOGY TRANSFER
& COMMERCIALIZATION

LEGAL & INTELLECTUAL
PROPERTY

BITCOM OFFICE

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ADMINISTRATION DEPARTMENT

Administrators engage in a common set of functions to meet the organizations goals.

Effective administration is one of the key successes for an organization. The Admin department plays a vital role for the overall department and growth of BITCOM.

Administration Department

Administration can be defined as the universal process of organizing people and resources efficiently so as to direct activities toward common goals and objectives.

We are
**ALWAYS HERE
TO ASSIST EVERY**
staff member!

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DOCUMENTATION AND ORGANIZING RECORDS

We are responsible for managing and organizing records into categories and files accordingly as the documents are important for BITCOM's internal use, particularly for inspections, account management, disputes and records, also for external use such as legal disputes, audits and inspections.



MANAGE FINANCES

To smooth the financial affairs in BITCOM, we help in preparing proposals and all other financial documents for monitoring purposes.



ASSET MANAGEMENT


To ensure all staff can work in a conducive working environment, we manage physical capital assets in terms of building installations, office space improvements or refurbishments and office renovations. We are also responsible for other office necessities such as electronic stationary items, office files, furniture and equipment.



STAFFING MANAGEMENT

The recruitment of various people in a team on the basis of their knowledge, experience, talent, skill, and areas of expertise. With staffing management tries to simultaneously find, evaluate, select and nurture talent while also catering to the present talent in UiTM.





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