Improving Human Resource Record Management with Information Technology at Axinan Vietnam Co., Ltd.

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***Abstract*—This thesis analyses human resource record management at Axinan Vietnam Co., Ltd. in Hanoi and designs a program for organizing personnel information. It discusses the role of information technology and the MISA AMIS software functions relevant to employee records. The source conclusion reports that the work helped structure personnel information and supported more systematic office management. It also states that the proposed program and the student's analysis remain incomplete in some respects, and that additional MISA AMIS functions could be used later. The document does not report a controlled staff test or a measured productivity improvement.**

***Index Terms*—human resource management, information technology, MISA AMIS, file management, Axinan Vietnam, Hanoi**

I. Introduction

Personnel files hold information needed for routine administration, but scattered or paper-based records can make retrieval and updates difficult. The thesis takes Axinan Vietnam Co., Ltd. as its case and studies how information technology can support human resource file management. It considers the existing situation, a proposed information structure, and MISA AMIS functionality. The objective is to organize employee information more systematically for the company. The work is a case study and design account, with no basis for general claims about all enterprises [1]. Related earlier ICTU undergraduate theses provide context for this English summary [9], [11]. Published books on the methods and subject of this project provide context for this English summary [10].

II. Methods

The author examines the company's personnel-record process, describes the data and functions needed for file management, and analyses and designs a management program. The manuscript discusses the use and potential of MISA AMIS in this setting. Its source text provides the basis for the proposed workflow and information organization. It does not document testing by a named employee group, repeated software releases, or a controlled deployment. This summary therefore reports the design and application discussion without inventing a formal validation procedure [1].

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III. Results

The thesis presents an analysis and design for managing employee records at Axinan Vietnam Co., Ltd. The author reports that software-supported records can make storage and retrieval more systematic in the company's office work. The conclusion describes benefits for management but also acknowledges that the program and the report have functional and analytical limits. It identifies additional MISA AMIS features as not yet fully used. The source gives no measured retrieval-time, error-rate, or staff-satisfaction result [1].

IV. Discussion

The case shows how a structured personnel record system may support office administration at one company. The manuscript's discussion of MISA AMIS gives a practical context, but its conclusions should be read as the author's assessment rather than an independent evaluation. There is no documented small-group user trial or evidence of measured productivity change. The source specifically notes incomplete exploitation of software functions and suggests expanding beyond records to recruitment, attendance, and accounting-related personnel tasks. Those wider functions remain future directions [1].

V. Conclusion

The thesis analyses and designs a personnel-record management program for Axinan Vietnam Co., Ltd. It associates the proposed organization of information with MISA AMIS and reports practical benefits for the company's office work. Its limitations include incomplete functions and a need for further development. The document does not establish that a controlled staff test, fully deployed production system, or quantified improvement occurred. The contribution is a documented case design and a basis for later refinement [1].

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