

Solution to improve the efficiency of managing civil servant records based on Microsoft Excel software at the People's Committee of Thuong Tin District - Hanoi City.

Doan Thi Thanh Xuan

Abstract: This topic aims to solve the problem of improving the efficiency of managing civil servant personnel records in the practical context of the Thuong Tin District People's Committee, Hanoi City. Through the application of Microsoft Excel software, the study proposes digitized management methods and techniques to enhance work processes. Experiments show that this solution not only optimizes the time for processing records but also improves the quality of management information. The expected results of the study will contribute positively to the modern management process at the administrative unit.

Keywords: Record management, Microsoft Excel, personnel work, civil servants, digitization of records