

Application of Microsoft Excel software in personnel record management at the Department of Finance, Ha Long City, Quang Ninh Province

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Abstract: This topic aims to propose a solution using Microsoft Excel software to enhance the efficiency of personnel record management at the Department of Finance, Ha Long City, Quang Ninh Province. In the context of increasingly complex personnel information management needs, applying data calculation and analysis support tools such as Microsoft Excel aims to optimize work processes and minimize errors. Through theoretical research combined with practical implementation, the topic hopes to contribute to improving the unit's personnel management capacity, while providing a sustainable solution for similar agencies in the future.

Keywords: Microsoft Excel, personnel record management, Department of Finance, data analysis tools, workflow improvement