

Application of Microsoft Excel software in personnel record management at Tien Thanh Joint Stock Company, Que Vo District, Bac Ninh Province

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Abstract: This topic aims to research and apply Microsoft Excel software to improve the efficiency of personnel record management at Tien Thanh Joint Stock Company. By analyzing the current situation, the topic identifies the problem to be solved as organizing personnel information management in a more scientific and comprehensive manner. The research method combines personnel management theory with practical application deployment. Through the implementation of the Microsoft Excel system, the topic expects to improve the ability to store and retrieve information as well as enhance the work performance of the personnel team. The results of this research are significant in promoting the development of modern personnel management in the enterprise.

Keywords: Microsoft Excel, Personnel Records Management, Tien Thanh Joint Stock Company