

Applying Microsoft Excel to the management of personnel records at Hiep Phat International Trading and Service Company Limited, Hanoi

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Abstract: This topic aims to analyze the need to improve the efficiency of managing personnel records for officials and employees within an organization. The main objective is to apply Microsoft Excel to build a professional information management system, helping to optimize data processing workflows and reduce labor burdens. The research method is based on a combination of current situation assessment and system pilot deployment in a real-world environment. The expected result is a significant improvement in work performance and the organization of personnel records, while also providing a foundation for future data management solutions.

Keywords: Microsoft Excel, Employee Records Management, Information Technology, International Organization, Hanoi