

Improving the efficiency of document management at the People's Committee of Nam Truc District - Nam Dinh Province through the application of Clouoffice software.

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Abstract: In the current context, improving the efficiency of document management in state administrative agencies has become an urgent requirement. This topic aims to research and apply a solution based on Clouoffice software to enhance the process of processing and storing documents at the People's Committee of Nam Truc District, Nam Dinh Province. Through a process of practical analysis combined with theoretical research methods, the topic hopes to contribute a more effective document management system for administrative agencies, thereby improving work productivity and reducing workload for employees.

Keywords: Document management, Clouoffice software, Nam Truc District People's Committee, Work productivity