



# **cuteOffice**

#### **Human Resource**

Manage employee details

Reminders on renewal of passes, certificates

All employee documentations online

### **Time Attendance**

More Efficient Time Attendance
Multiple Sites data synchronisation
Automatic OT Calculation
Summary Reports
Automatic Alerts

## **Enquiry**

Register enquiry from client Create Quotation

**Create Invoices** 

Manage payments

Management dashboard

# **Purchase & Inventory**

**Purchase Request & Approval** 

**Request for Quotations** 

**Supplier Approval Process** 

**Purchase Order Creation** 

**Stores Management** 

Items issuance and returns

**Assets Management** 

**Asset Write off** 

#### Leave

**Apply Leave** 

**Approve Leave** 

Supports all kinds of leaves approved by MOM

Management Dashboard