



# **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

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