



## THE OFFICE MANAGER AND YOUR BUSINESS PROCESSES

Organizations are looking for ways to better their operational efficiency and in a bid to achieve this feat, they are making their business operations more intelligent by integrating analytics, process automation, social and mobile technologies into their processes.

It is no news that the driving blocks of any business are:

- Finance and Accounts
- Human Relations and Staffing
- Production
- Sales and Marketing
- Operations and Administration

## THE SOLUTION IS TOMS

THE OFFICE MANAGER SOLUTION (TOMS), our web-based bespoke solution is developed to integrate your business processes into a cohesive working whole, under one database while checking out redundant activities that may be reducing the efficiency of your organization.



### HOW DOES TOMS HANDLE YOUR OVERALL BUSINESS PROCESSES?

- TOMS keeps track of your finances, organizes and automates income and expenditure as well as salary and tax deductions.
- TOMS organizes and documents information and performance of your staff and other departments within your organization.
- TOMS keeps stock of business production performance and gives both text and graphical reporting.
- Sales and Marketing are never out of place with TOMS as the solution keeps you updated on sales performance for all business clientele.
- TOMS handles your role, task and project assignment, administration of official leaves, holidays and payroll.

It is also no news that there are solutions out there that handles one or more of these processes BUT there is one solution that can handle all of these and more in a more EFFECTIVE and EFFICIENT manner.



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