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About Us

Micro Pro Computer LLC is a forerunner in developing and deploying leading edge IT solutions on the wheels of world-class solutions and core technical expertise, recognized and valued by heady customers primarily in the UAE.

In today's world, where most processes carries and others line up for *e-tags*, our commitments to converge business strategies and technologies on a single platform seem no boundaries. Keeping a constant move with end-to-end solutions our growth pace targets updated technologies and improved services at each phase.

Identified and delivered a broad range of IT infrastructure services in Hardware, Software, Networking and Internet as well as industry specific needs as Physical & Data Security, Multimedia & System Management Solutions we have strengthened our clientele in the vibrant business sectors in the region.

Our newest products enhance industry specific -need tags like Document Management System, HR and Payroll solutions, Document Archiving and Control Systems and Fleet Management System. Integrating future scalability to all of our products we translate the customer objectives into a workable platform.

Our customer approach is transparent and intuitive in providing the ultimate competitive edge to all our services usually exceeds their expectations to the core. We foster long-term relationships with them winning their trust and satisfaction.

Product Details

PR Made Easy

The effort put in by our R&D team across the region could well identify the key concerns of PRO jobs at an organization. Maintenance of all critical Company and Employee documents and remembering related expiry dates cater to a task requires systematic document management skills and good memory power. As human skills differ in quality, only a uniform working mode can bring the desired results in this section.

We streamline traditional paper-filled cabinets into smart digital document archives with which you can easily access data and deliver it timely. **AI Mandoob**, our newest application software, is an integrated one-stop-solution for all such critical document creating, organizing, storing, managing and deliveries perform by PROs in small, medium to large companies in the UAE. We reassure our motto- *deliver the best* to our customers introducing **AI Mandoob**, a proven solution for your PR tasks.

AI Mandoob

AI Mandoob is a smart Digital Document Management System you could ever look into. It is an ideal one-stop-solution to handle all intricate PRO (Mandoob) jobs and takes a maiden entry to the region's industry sectors.

Keenly targeted on streamlining the traditional PRO work-modes in organizations, **AI Mandoob** supports English and Arabic versions. With its simple and user-friendly interfaces, this leading-edge software empowers the PROs to deal any related job through systematic document tagging, efficient tracking and intuitively integrated functionalities. Automated Expiry reports, a key feature of **AI Mandoob** reinforces PROs at their workplaces with no penalty threats. Easy access of Company and Employee details by a hierarchical structure of Company Groups, Companies and Branches generate instant and precise reports in a preferred excel format.

The finest outcome off **AI Mandoob's** presence will be the touch of discreet professionalism, instantly rendered to your organization through a new breed of hassle-free PROs who self-service efficient document management and speedy deliveries minimizing additional costs.

Benefits

- All Company and Employee Documents at your fingertips
- Complete Document Profile with full data inputs
- Document hierarchy under your Company-Groups/Companies/branches
- All original documents are secured and controlled being accessed by PROs anytime.
- Powerful Search option
- No document expiry penalty threats/costs
- All Company/Employee reports in Excel Format
- Considerable saving on document photocopies
- Core User-friendliness backed with help files
- Incredibly cost-effective

Features

Company Documents Tracking

This smart digital document storing system help you arrange and keep all valuable information related to your company in a systematic way. You will get separate user interfaces for all follows:

- Company Details
- Commercial License
- Chamber of Commerce
- Vehicles
- Insurance
- Sponsorship
- Tenancy Contract
- Mobile Phone

Administration Documents Tracking

All the details and important documents of the Employees in a hierarchical structure of Company groups/Companies/ branches are safe and easy to handle with this system. Document categories are:

- General Information (Nationality, Religion, Occupation, Passport type etc)
- Personal Information (Name, Address, Job code, Mobile number, Joining date etc)
- Visa
- Labor Card
- Passport
- Miscellaneous Documents

Reminders

Reminders act as a digital vigilant system for **AI Mandoob**. It will notify all expiry dates assigned by the user issuing warnings. This service can better manage your document archives blocking all channels of penalties.

Company Maintenance

It is a step-by-step easy navigation system from the Parental level to the lowest level of the company creating a Tree-view structure of CompanyGroups, Companies and branches.

Reports

This menu provides a consolidated version of all Company and Employee related Reports that the user needs to generate. You can also easily access them.

Easy Navigation

The easy-to-use Navigation buttons on the **User Interface - Company, Personnel, Reports, Tree View, Favorites** and **Exit** will help user to navigate the interfaces smoothly

Save Time and Money

AI Mandoob streamlines the traditional work-mode of PROS into the leading-edge digital mode where everything is just a click away. It saves time and money in large scale, by cutting the time-lag of searching and obtaining data, sending it to the destinations via email or fax instantly. Having **AI Mandoob's** digital vigilant system of checking all expiry dates in hand, you will never face a penalty from any corner. It minimizes extra costs and boosts your productivity.

Return On Investment (ROI)

AI Mandoob was borne out of a thorough analysis and research on the limitations of the traditional PRO handling of valuable documents till date. It can replace your old paper-thick cabinets into the user-friendly e-format. It saves your money and time through speedy access of data, delivery and avoiding excess expenses to the company.