

## MOA Highlights

- Administrate Payroll Procedure
- Maintain & Update Customers, Suppliers.
- Set alarm for the company Licenses, Employee Passport, Visa, Labor card, Driving Licenses, Vehicle Insurance, Other Official Documents.
- Manage Petty cash very well.
- Generate Quotation, Sales Invoice, and Local Purchase order with professional Look.
- Manage Receipt and Payments either Cash or Cheque.
- Manage Post Dated Cheque.
- Frequently refer phone book by one click.
- Generate summary reports like Sales Invoice, Receipts, Payments, Petty cash, and Contacts.



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# MOA

# ATHI'S MANAGE OFFICE ADMINISTRATION

*Support & Marketed  
By*



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**Call Now:  
06-5663137**

# MANAGE OFFICE ADMINISTRATION

MOA is a virtual Office Secretary since it cover all most all the function of executive secretary. It has right from the beginning like maintain customer, supplier database. You can generate Quotation, Sales Invoice, and Local Purchase order.

for the company or the individual like Passport, Labor card, even vehicle insurance.

Easy to collect the receipts and issue the payments by selecting few information. End of the day you will generate receipts, payments summary report. Manage post dated Cheques very well manner. So that business will run smoothly. You will be noticed for expiry documents either

## SYSTEM REQUIREMENTS

Operating System:

Windows 95, Windows 98, Windows Me, Windows NT, Windows 2000, Windows XP, Windows 2003

Office Software:

Microsoft Access ( above Office 2000)

Printer:

DeskJet Printer, Office Jet, Laser Printer

Price Quoted Date	
Negotiated Price	
Sales Person Name & Contact No.	