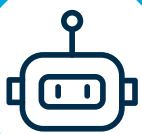


Administration

The administrative department is a central hub within the company: it **connects multiple functions**, manages a large amount of information, and **ensures operational balance**. It often finds itself managing cross-functional processes from different areas. When these are fragmented and not integrated, operations slow down, **the workload increases**, and **the risk of error rises**.



Agentic AI: autonomous task execution, interaction with complex systems, and continuous adaptation.



Integrated hyperautomation: combination of automation, artificial intelligence and AI agentic in a single platform.



Custom automations: integration with custom platforms and different infrastructures.

Administration Automation

Case Study

The problem

Misalignment between insights and governance: outdated data prevents timely decisions

Expense report management: manual compilation and checking increase time and errors

Document updating and archiving: entering data into the management system requires repetitive and manual tasks

Our solutions

- ✓ **Generates** summary reports with the hours worked on different projects, ready to use and always up to date-
- ✓ **Extracts** data from documents, enters it into the management system, and initiates the approval process.
- ✓ **Creates and archives** documents, ensuring constant updating, traceability, and no duplication.

Management times reduced by 50%

Updated and traceable documents

More staff for strategic functions



Advanced spreadsheet management



Report Generation



External software integration



Predictive data analysis



On-screen data scanning



BOT to update data