

Stock, Record & Data Management



DESCRIPTION:

Keeping an organized system of managing stock, records and data is crucial for any organization. This five-day program will enlighten you with methods of stock, record and data management in manual and electronic ways.

OBJECTIVES:

Upon completion of this workshop, the participants will understand:

- Stock identification and classification
- How to manage electronics and image records

OUTLINE:

- Defining stock management
- Stock of receiving and inspection
- Stock issues
- Stock records, accounting and reporting
- Stock taking and stock control
- Defining records and data management
- Alphabetic indexing rules
- Electronic file management
- Alphabetic records management, equipment and procedures
- Storing, retrieving and transferring records
- Subject, numeric and geographic records management
- Electronic and image records
- Records and information management

TRAINING CODE:
SRDEF15

DURATION:
▪ 15 hours

MODE OF DELIVERY

- group discussions
- peer reviewing
- self-assessing exercises

DESIGNED FOR:
Level 3 & 4

CONTACT DEPARTMENT
Economic Analysis & Financial Department
3307359
aminath.shiura@csc.gov.mv

CONTACT CSTI
CSTI : 3303997
WWW: <http://csti.gov.mv/>
FB: [facebook.com/cstimv](https://www.facebook.com/cstimv)
Twitter: @CSTImv