

IT OPERATION STATUS REPORT FOR AUGUST, 2023

NAME: ELISHA ELIAS MLYASENDE

POSITION: IT

COMPANY: IMARISHA MAISHA FINANCIAL SERVICES LIMITED

No	Tasks	Task Explanation	Completion n %	Status Explanation
1	Software Installation	I installed zoom software to loan officer desktop	100%	Completed
2	System Development	I keep developing imarisha maisha staff management system	70%	On progress
3	Email Support	I offered email support for all branches. The problem occurred on server. At that time all staff from all branches they were unable to login into email home page	100%	Completed
4	Printer Maintenance	I did maintenance of printer from Hr. Office	100%	Completed
5	Other Support	Also other support like network configuration and other normal support	100%	Completed
6	Website Update	I updated website by adding some images of braches managers, updating the experience of the company on	100%	Completed

		offering the loan services, number of customer served and number of loan offered until now also modifying the Car services and Modifying the interface on home page and about us page		
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7	Sending customers Data to CreditInfo	In cooperation with loan officer we achieved to send data of our customers for July to credit info	100%	completed
8	Window Activation	I did activation of Operating system(Window 10) for Desktop of receptionist	100%	completed
9	Printer cartilage replacement	I did replacement of black cartilage for printer of loan officers	100%	completed
10	Window Installation	I did installation of window 11 pro for computer of managing director	100%	completed
11	Software Installation	I did the installation of Autodesk software for computer of the managing director	100%	completed
12	Scheduling online meeting	I did preparation of online meeting by sending the meeting link to all branches the meeting was about	100%	Well managed

