

Almoayyed International is one of the leading business groups in Bahrain. Documents from Finance, Commercial and HR departments are managed in a central document pool, enabling employees to concentrate on more important tasks.



**Ajay Jain, Chief Financial Officer,
Almoayyed International Group, Manama, Bahrain,
uses DocuWare for business processes that are more
efficient and sustainable**



"With DocuWare, we were able to reduce our internal print volume by several thousand documents per month - that's the equivalent of about two full-grown trees. When employees start to "think green" they'll find endless ways to protect our earth and enjoy the peace of mind of those results.

In our daily work, we now have more time for our core tasks. At the same time, the digital archive offers us a high level of security against document loss."



Country:	Manama, Bahrain
Industry:	Diversified
Deployment:	On-Premises
Department:	Finance Commercial Human Resources

With over 30 business units and 1,700 employees, Almoayyed International is one of the leading family-owned business groups in the Kingdom of Bahrain. In more than 40 years, the visionary leaders transformed the group into a high-value company, providing expert business solutions across the country, the region and the world. Today, Almoayyed's areas of expertise include a wide range of interests in ICT, Business Automation, Integrated Engineering, Safety & Security, Solar Energy, Printing & Marketing, Electrical & Instrumentation, Industrial Packaging, Food & Beverage and Real Estate Management.

In addition to Bahrain, the conglomerate also serves markets in Saudi Arabia, the United Arab Emirates, Qatar and Oman. To support its subsidiaries, the holding company relies on a modern document management system. Before the use of DMS, virtually every business unit had its own paper-based filing structure. Since several organizations were often involved in customer projects, this ultimately led to loads of redundant document storage. Outgoing invoices, for example, were often printed out several times – though only one copy went to the customer. The remaining copies were stored in each organization's own archive.

"The DMS completely changed the old rules of storing, searching, retrieving and accessing documents in our Finance Department. Today, the same document can be labeled and associated in different ways."

But it wasn't just the filing process that resulted in lost time – searching also became a tedious undertaking. If a document was not available in their own department, employees had to search in the remote archives of other organizations with often very different filing approaches. The desire for a digital DMS grew. A solution presented by their local DocuWare Partner ultimately convinced Almoayyed International to get started immediately.

Documents Easily Accessible

Important central areas such as finance, sales and human resources now benefit from DocuWare. In the financial area, documents from the procure-to-pay and order-to-cash cycle, legal documents, as well as treasury and banking receipts are stored electronically. Even human resources is now completely digitized with document access fully controlled by DocuWare so only authorized users can access particular documents.

Valuable Resources Freed Up

Simple and centralized access to all documents gave the Almoayyed International Group an immediate advantage in its daily business operations. Unproductive time that had been

"In the past, our employees had to search for documents in remote file cabinets. It could take half a day for them to find what they were looking for. This is hard to imagine today, because thanks to a central document pool, each document is just a click away."

uselessly spent on filing and searching is now used more efficiently. Storage space has been freed up and can be used in better ways, documents are stored and accessed more securely and are protected from water or fire. Almoayyed International Group also exceeded its goals with regard to sustainable management by saving 20,000 papers per month from being printed. The next goal for digitization for the holding company has already been set: they want to exchange documents with third-party companies via their own customer and supplier portal, for example, when electronically retrieving digitally issued invoices.



"Even our auditors now work with our DMS. After a short training period, they were able to retrieve the documents required for audit processes easily and independently in DocuWare. For our holding company, this reduces the cost of financial audits."



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