

The digital economy has transformed traditional labor markets, creating high demand for IT and robotics specialists while reshaping job structures worldwide. Countries investing in digital upskilling and reskilling gain an economic advantage.

The rise of digital currencies, including central bank digital currencies (CBDCs), represents a transformative shift in the global financial landscape. Digital currencies allow countries to bypass traditional financial networks, potentially reducing dependence on dominant foreign currencies and increasing economic sovereignty.

In conclusion, the digital economy is reshaping global power dynamics, with nations that lead in digital infrastructure and innovation gaining significant economic and political influence. Dependence on foreign technologies poses risks to sovereignty, while digital giants transform global markets and challenge national policies. Competition for digital talent, the rise of digital currencies, and the growing importance of cybersecurity underscore the critical role of digitalization in strengthening national and international stability.

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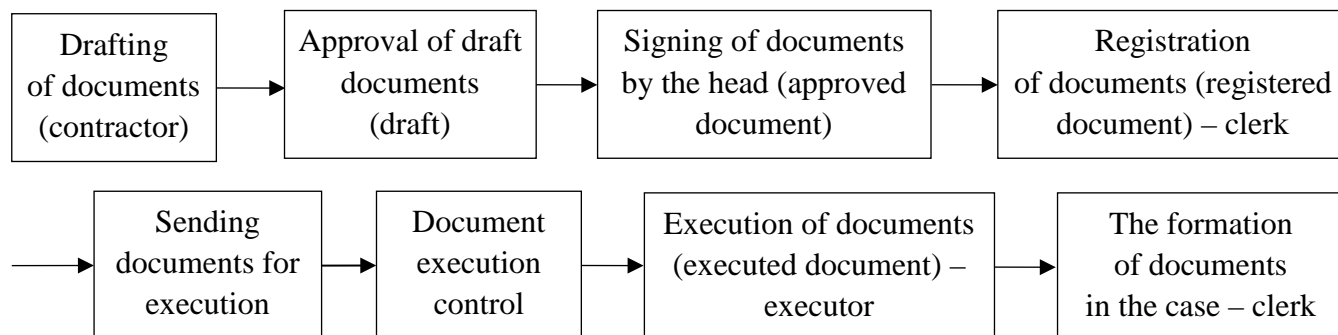
DOCUMENTS AND DOCUMENT MANAGEMENT IN THE ORGANIZATION

Документы и документооборот в организации

The purpose of the study is to improve the efficiency of document management in the organization. The organization of work with documents is to ensure optimal conditions for all types of work with documents (from the moment of creation or receipt of a document to its destruction or transfer to archival storage). A single procedure for drawing up documents and working with them should be established at the enterprise [1]. The head of the enterprise is personally responsible for the organization of office work, compliance with the rules of working with documents at the enterprise. In structural divisions, employees responsible for record keeping are appointed [2]. In the documentation support of an enterprise, three groups of documents can be distinguished: incoming (incoming) documents, outgoing (outgoing) documents and internal documents. Work with enterprise documents can be presented in the form of the following technological chain of operations [3].

Office automation is directly related to understanding its basic functions.

As a result of the research, we propose a paperless workflow scheme (Figure).



Document flow diagram without paper

This diagram shows that the contractor prepares a draft document and electronically the head signs the approved document, and the office management department sends it for execution and controls the execution of the document. The person responsible for office work forms the executed document into a file. Using the electronic document management system, it is possible not only to transfer the organization's office work to electronic form, but also to speed up paperwork without losing its quality, relieve staff, and achieve more prompt decision-making [4]. Management documentation is created for the purpose of recording information and is used as a tool for implementing management actions. After the implementation of the management function, the documents act as a means of confirming certain facts and proving the fulfillment of obligations [5]. Conducting research aimed at creating a rational system based on the proposed tools for optimizing office processes will improve the organization's management system, improve the quality of management decisions, and improve the effectiveness of monitoring their execution [6].

The result of the study is the proposed workflow scheme, which will allow the head to quickly electronically sign the approved document, which is more efficient than the paper version.

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