

AI POWERED TOOLS FOR EFFICIENT DOCUMENT PROCESSING ON SELECTED OFFICES: AN ASSESSMENT

ABSTRACT

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Office administration has been transformed by the rapid advancement of artificial intelligence. This study assessed the impact of AI-powered tools on the efficiency of document processing in selected offices. It examines how these technologies influence workflow speed, automation of repetitive tasks, search and retrieval accuracy, and content modification capabilities. A quantitative correlational design was employed, surveying personnel from Zectra Enterprise and Brahms Global Tech Inc. Twenty respondents were selected through purposive sampling. A structured questionnaire uses a Likert scale to measure perceptions of AI tool effectiveness. Data were analyzed using frequency distributions and weighted mean calculations to determine overall impact on document processing efficiency. Respondents reported that AI-powered tools significantly enhanced document processing efficiency. Automation of repetitive tasks received the highest effectiveness ratings, followed by improvements in search and retrieval accuracy and faster workflow procedures. However, some challenges emerged, including occasional retrieval failures and difficulties integrating AI tools with existing systems. The findings indicated that AI-powered tools have strong potential to improve operational efficiency in document management, but successful adoption depended on addressing integration issues and providing comprehensive user training. As a result, organizations were advised to implement structured training programs and ensure seamless system integration to fully leverage AI benefits.

RECOMMENDED CITATION

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