5 office tasks Malaysian contractors should automate first

Most of the time a contractor's office loses isn't in big projects. It's in the same paperwork, typed in by hand every day. These five are where AI usually pays back fastest. Each one works with the files, WhatsApp groups and systems you already use.

1

Delivery orders matched to purchase orders

Signed DOs are scanned into one folder. AI reads each one, including handwriting, matches it to the right PO line and enters it with the scan attached. Anything unclear goes on a short list for purchasing.

You need this if: DOs pile up, keying falls behind, or nobody is sure what's been delivered. **Typical build:** large, 4–10 sessions (RM1,600–4,000). **Proof:** for one piling contractor, 1,300+ DOs read and 18,000+ PO lines matched.

2

Staff claims from receipts

Receipts arrive by WhatsApp, email or paper as they do now. AI reads them, checks totals and duplicates against the claim form, lists missing receipts and prepares a summary for approval.

You need this if: claims take days every month and missing receipts surface too late. **Typical build:** simple, 1–2 sessions (RM400–800). **Proof:** an electrical & ELV contractor in Penang saves 0.5–1 week per claims cycle.

3

Daily attendance and timesheets

Clock-in data turned into a daily attendance report and monthly timesheets per site, without anyone copying rows between spreadsheets.

You need this if: someone builds attendance or payroll timesheets by hand. **Typical build:** simple, 1–2 sessions (RM400–800). **Proof:** a daily attendance report for 600+ staff across 43 sites and departments, built automatically.

4

Daily site reports from WhatsApp

Site teams keep sending photos and updates to WhatsApp. AI turns them into a daily report per project (manpower, work done, deliveries, issues) and lists sites that haven't reported.

You need this if: someone scrolls through WhatsApp groups to type up reports. **Typical build:** medium, 2–4 sessions (RM800–1,600). **Proof:** daily site returns took an electrical and ELV contractor in Penang 2–3 hours every working day before automation.

5

Invoice checks and missing paperwork

Supplier invoices checked against DOs and POs before payment, plus a daily list of documents that were logged but never scanned, so you know exactly what to chase from site.

You need this if: invoices get paid without a DO check, or documents go missing between site and office. **Typical build:** large, 4–10 sessions (RM1,600–4,000), or added to item 1.

Not sure where to start?

Book a free 30-minute task check (call, Zoom or a visit). You'll get a written plan showing which tasks are worth automating first and what each costs. Sessions are 4 hours, on-site in the Klang Valley or remote, from RM400.

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