SUMMARY

**Subject of final qualification work:** Optimization of business processes of the modern enterprise (on the example of LLC KONSULTANT PLUS)

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**Relevance of a subject of a research.** One of the most urgent and discussed problems of management is the problem of business management and the proceeding business processes of the industrial enterprises. Use of process approach to business which cornerstone the detailed analysis of the existing business processes and their subsequent optimization is is one of the main and fundamental sources of long-term competitive advantages of the mining enterprises.

Today existence in the company of harmoniously functioning business processes, in particular the main business processes, is perceived as one of the factors promoting obtaining highly competitive advantages in the conditions of the market competition. From partial improvement of the existing business processes due to elimination of their apparent defects (information loops, duplication of functions, etc.), favorable course of activity of any organization depends. Registration by the relevant organizational and administrative and normative documents of all business processes of the organization promotes increase in efficiency of all main indicators of work of the organization in general.

**The goal of final qualification work** consists in the analysis of theoretical and practical aspects of optimization of the main business processes and the organization activity which is engaged in provision of legal-reference information.

**The goal has defined problems of the real research:**

1. Determination of the mains of business process.
2. Reviewing of an entity and types of business processes.
3. The description of character of a business process optimization in administrative process by the organization.


5. Determination of the main directions of enhancement and increase in efficiency of business processes in the company providing legal-reference information.

The theoretical importance of a research consists in expansion of scientific ideas of quality management, and also about a role of business processes in sustainable development of each company.

The practical importance is that the offered recommendations about improvement of activity of the enterprise, can be used in practical activities of LLC Consultant Plus: Nalchik.

Results of a research: teoretiсal methodological bases of management are studied, models of optimization of business processes are considered, the methodology of creation of the AS IS and AS TO BE model is investigated.

Recommendations: the AS TO BE model for LLC Kompanii "the Consultant Plus is developed: Nalchik", ways of introduction of this model to the organization and methods of improvement of a control system of business processes are considered.