

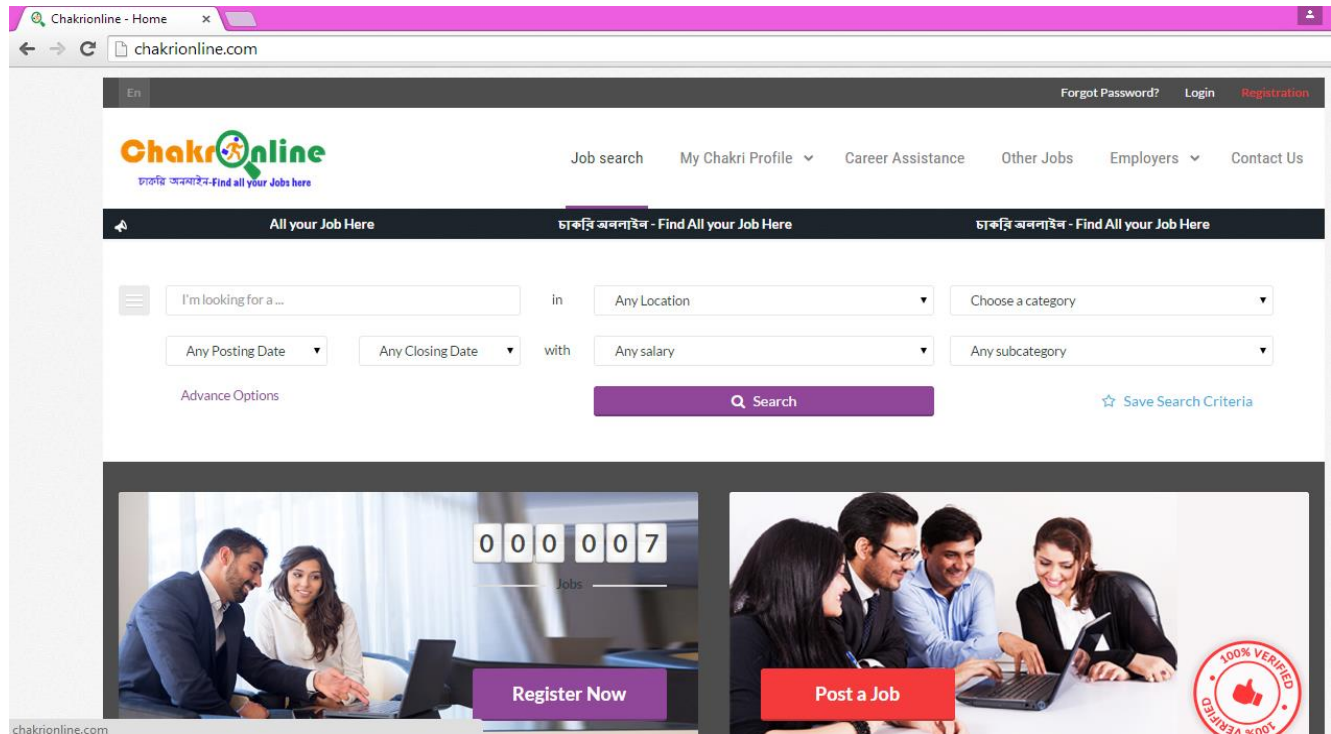
Table of Contents – Job Search & MyProfile Handbook

| | |
|--|----|
| Job Search..... | 2 |
| Quick Search..... | 2 |
| Advance Search..... | 2 |
| Job Search Results | 3 |
| Filter Jobs | 3 |
| Job Listings | 3 |
| Job Details | 4 |
| Print a Job..... | 6 |
| Refer a Friend..... | 6 |
| Apply for a Job – Non Registered Users | 7 |
| Apply for a Job – Registered Users..... | 7 |
| Jobseekers – FREE Registration | 8 |
| MyChakri Profile | 8 |
| Logins | 9 |
| Forgot Password | 10 |
| DASHBOARD..... | 11 |
| Profile | 11 |
| My Profile | 12 |
| Change Password | 12 |
| Follow a Company | 13 |
| RESUME..... | 13 |
| My Resume..... | 13 |
| Upload Resume in Docx..... | 14 |
| Build Resume..... | 14 |
| COVER LETTERS | 15 |
| My Cover Letter | 15 |
| Upload Cover Letter | 15 |
| Build Cover Letter..... | 16 |
| My Jobs | 16 |
| Job Mail | 17 |
| Favourite Searches | 18 |
| Applied Job | 19 |
| Saved Job..... | 19 |
| Logout..... | 20 |
| Contact Us | 21 |

Job Search Quick Search

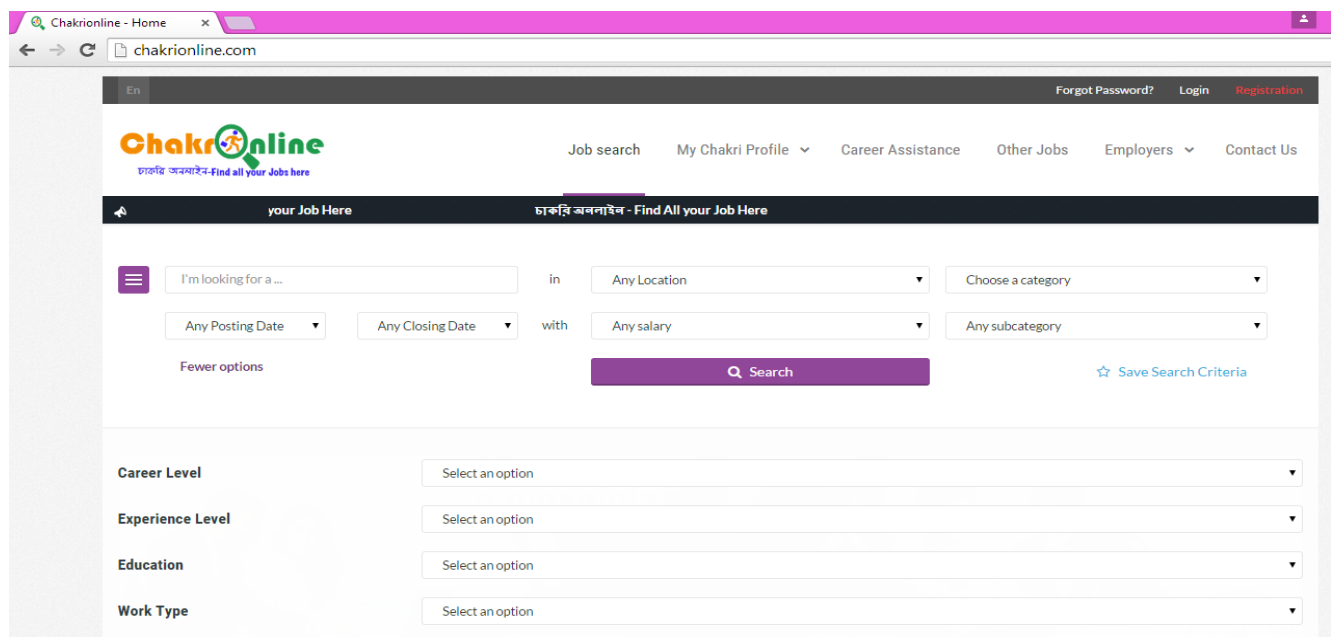
Search Jobs via either of the methods below

- Search with a keyword and /or
- Search by selecting Location, Category, Sub category, Posting & Closing Date, or Salary and / or
- Simply Press Search, to view all the jobs



Advance Search

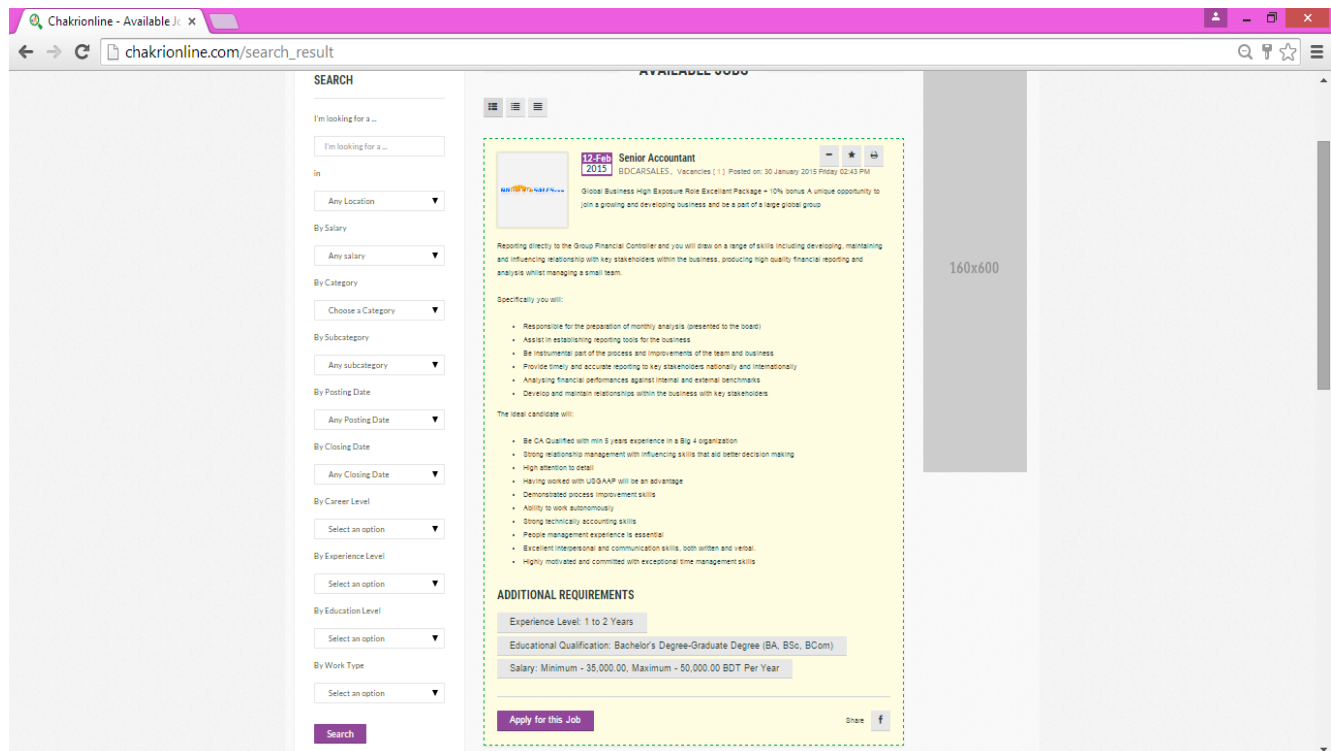
- Press on **Advance Options** on the Left hand side of the **Search** Button to further filter your jobs search
- Options available to Select are Career, Experience Level, Education & Work Type.



Job Search Results

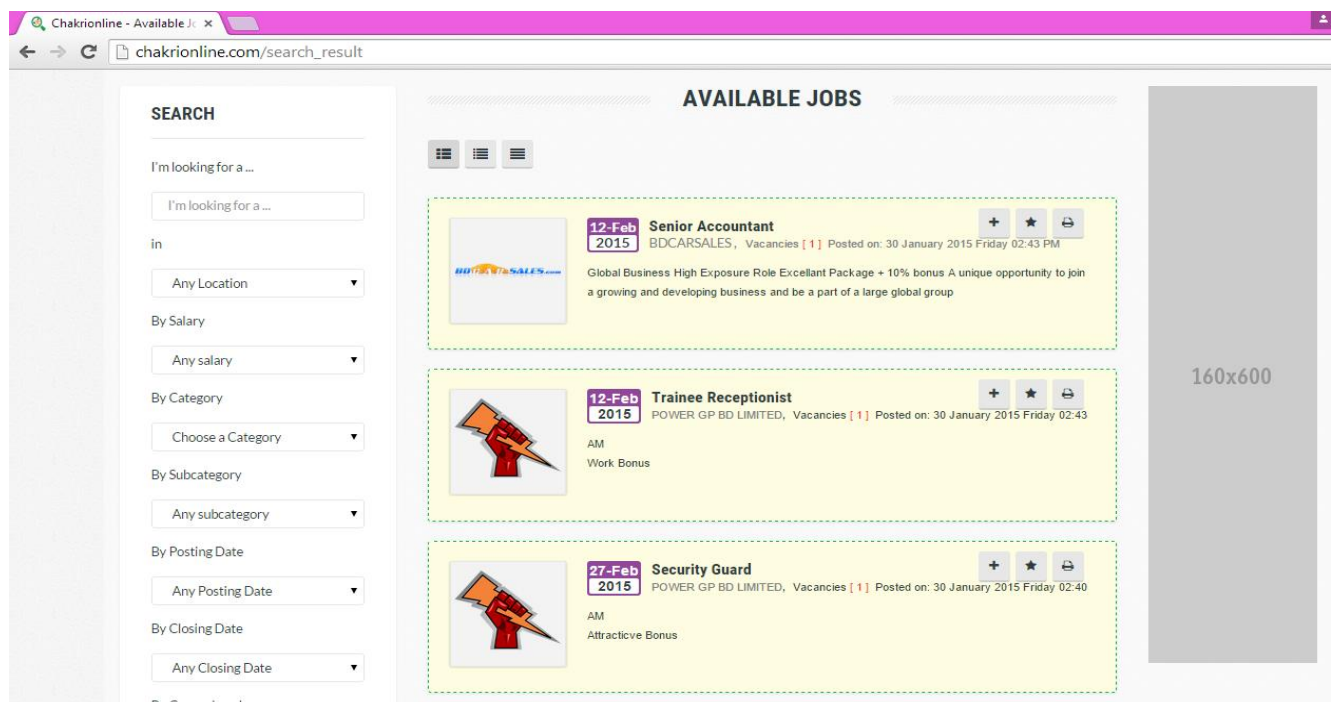
Filter Jobs

- You can further filter your Search Results from the Side panel on the Job Search Results display



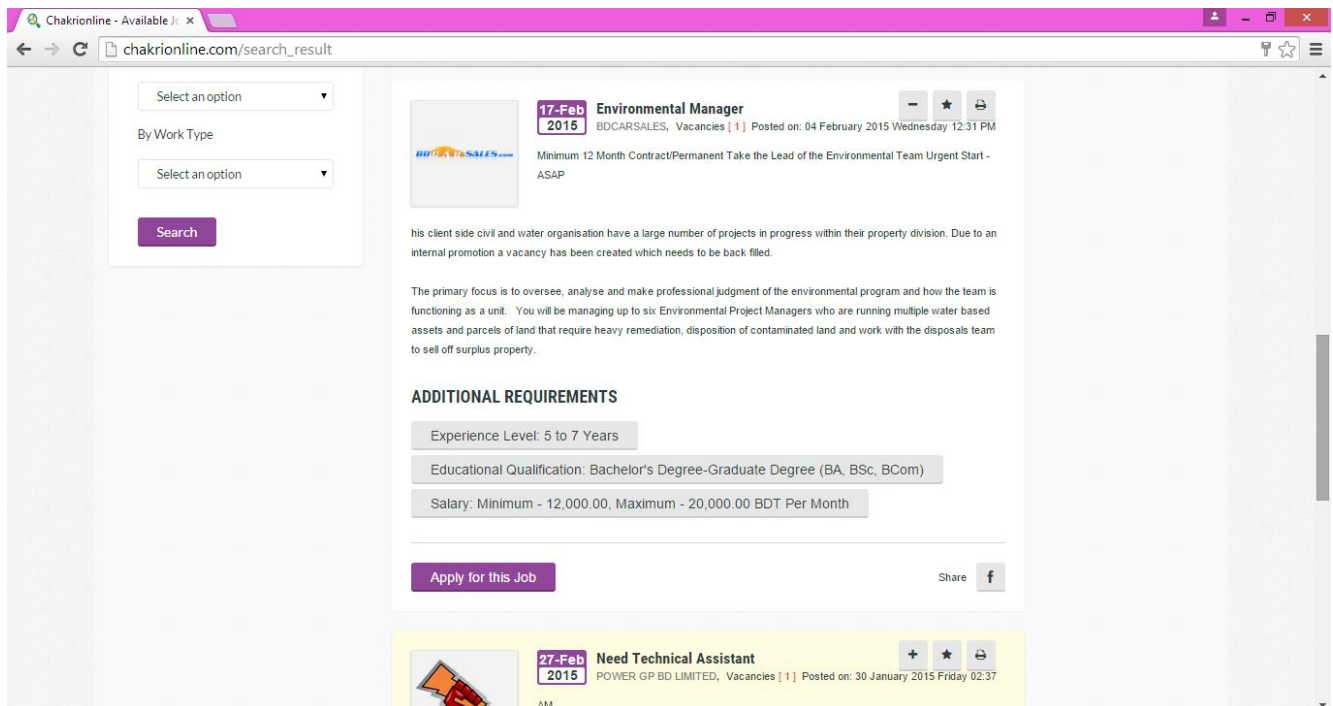
Job Listings

- Below is the result of the **Job Search**, which displays all the Job matching your criteria
- All Job displayed on Top with an Orange background & Green Border are Category Featured Jobs
- To Apply Click on the **Job Title**

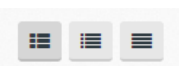


Job Details

- This shows Job details with Additional Requirements
- Company Logo is also displayed
- Closing date, Posting Date and No of Vacancies is also presented
- To Apply Click on the [Job Title](#) or [Apply for this Job](#) Button



Press on these buttons (Icons) to,



To change the display of the Job Search Results



To [Expand](#) a Job listing, Apply for a Job & Share on Facebook



To [Collapse](#) a Job listing



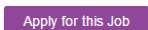
To [Save a Job](#) to Apply Later, Please Note: *you need to be **Registered*** to Use this service



To [Print](#) this Job



Share this job on [Facebook](#)



This will open up the [Job Details to Apply](#)



Job Application [Closing Date](#)



Company [Logo](#)

Clicking on the [Job Title](#) or [Apply for this Job](#) Button, will take you to the below screen, where [in-depth](#) Job Description will be provided.

ABOUT THE RECRUITER: At the bottom of the Job description, Company background information is displayed

For further information on the company, click on the [Website Address](#).

The screenshot shows a job listing for 'Environmental Manager' at BDCARSALES. On the left, a 'JOB DETAILS' sidebar lists: ID #Fu4P6Ju, Location Dhaka Divisions, Company BDCARSALES, Vacancies 1, Posted on 04/02/2015, Closing Date 18/02/2015, Experience 5 to 7 Years, and Benefits latop. The main job description includes a table with the following details:

| | |
|---------------------------|--|
| Category | Engineering Environmental Engineering |
| Educational Qualification | Bachelor's Degree-Graduate Degree (BA, BSc, BCom) |
| Salary | Minimum - 12,000.00, Maximum - 20,000.00 BDT Per Month |
| Career Level | Management (Manager/Director of Staff) |
| Job Type | Temporary/Contract/Project |
| Job Status | Full Time |

Below the table, there is a description of the role and a 'Tell a Friend' button. The 'ABOUT THE RECRUITER' section at the bottom provides information about BDCARSALES, including its location (Dhaka, Bangladesh), industry (Bio Technology), business type (Not for Profit Organisation), number of employees (100-500 People), and website address (bdcarsales.com).

Press on these buttons (Icons) to,



To download file this contains further information on the Job



Email a friend this Job (you need to be **Registered** to use this service)

Print a Job

To Print a Job please click on the icon below



To **Print** this Job

Below is an example of a how a Print Job will appear in your screen to Print

Reference # Fj4F6-Ju
Wednesday 4th of February 2015 06:04:01 PM

ChakraOnline
চাকরি অনলাইন-Find all your Jobs here

Posted on: 04/02/2015 - Closing Date: 18/02/2015

BDCARSALES.com

BDCARSALES

Environmental Manager

Category:

- Engineering - Environmental Engineering

Location: Dhaka Divisions

Vacancies: 1

Experience: 5 to 7 Years

Educational Qualification: Bachelor's Degree-Graduate Degree (BA, BSc, BCom)

Skills:

Salary: Minimum - 12,000.00, Maximum - 20,000.00 BDT Per Month

Career Level: Management (Manager/Director of Staff)

Job Type: Temporary/Contract/Project

Job Status: Full Time

Description:

his client side civil and water organisation have a large number of projects in progress within their property division. Due to an internal promotion a vacancy has been created which needs to be back filled.

The primary focus is to oversee, analyse and make professional judgment of the environmental program and how the team is functioning as a unit. You will be managing up to six Environmental Project Managers who are running multiple water based assets and parcels of land that require heavy remediation, disposition of contaminated land and work with the disposals team to sell off surplus property.

[Print](#)

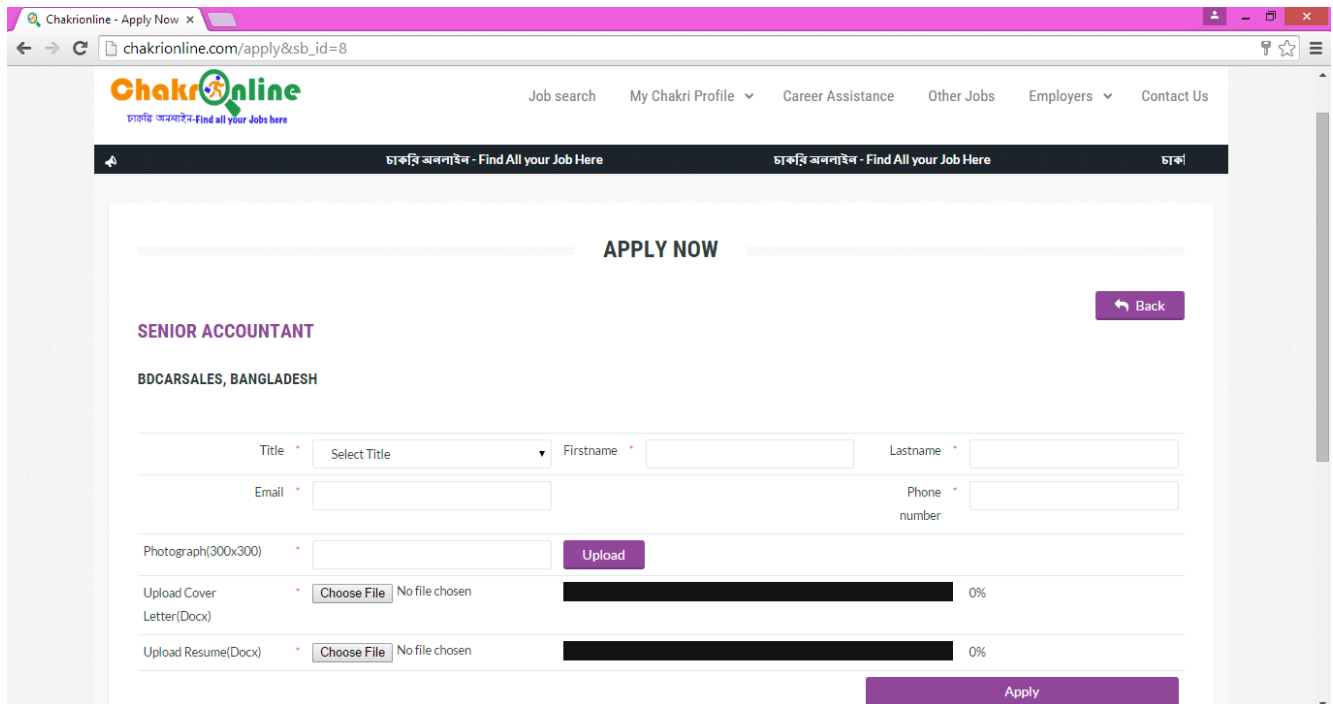
Refer a Friend

You can send a copy of an advertised Job to your friend. Simply Fill in the details below & Press Submit.

Apply for a Job – Non Registered Users

Anyone can apply for a job without registering; Fill in the details below to apply.

You will also receive an email notification, confirming Job Application to Recruiter.



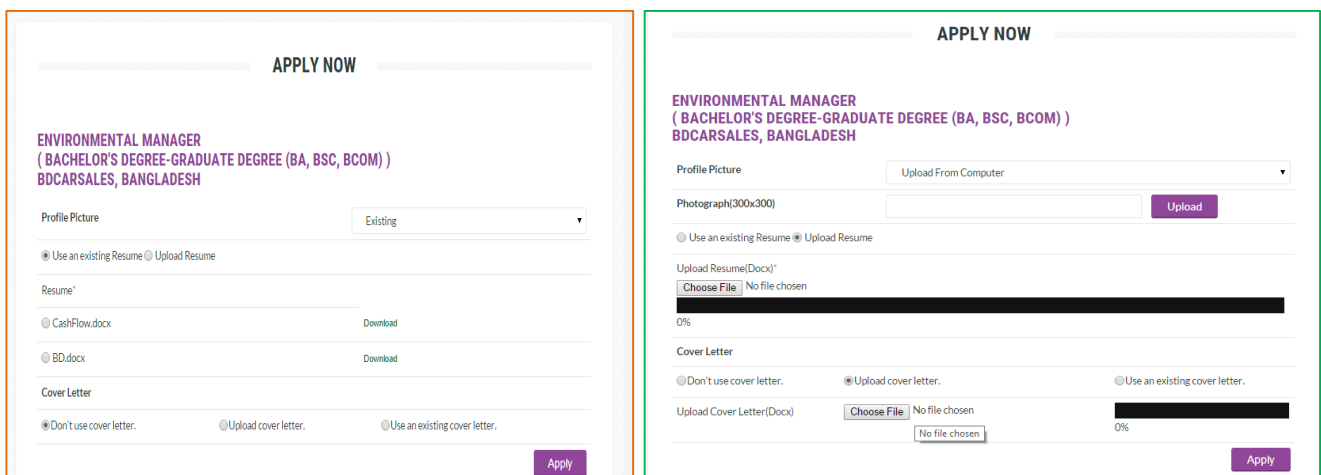
The screenshot shows a web browser window with the URL `chakrionline.com/apply&sb_id=8`. The page title is "ChakriOnline" with the tagline "চাকরি অনলাইন - Find all your Jobs here". The navigation menu includes "Job search", "My Chakri Profile", "Career Assistance", "Other Jobs", "Employers", and "Contact Us". The main heading is "APPLY NOW" for the position "SENIOR ACCOUNTANT" in "BDCARSALES, BANGLADESH". The form includes fields for Title (a dropdown menu), Firstname, Lastname, Email, and Phone number. There are also sections for uploading a Photograph (300x300), a Cover Letter (Docx), and a Resume (Docx), each with a "Choose File" button and a progress indicator showing 0%. A purple "Apply" button is at the bottom right, and a "Back" button is at the top right.

Apply for a Job – Registered Users

Registered Users can use either an [Existing](#) or [Upload from Computer](#): Profile Picture, Resume & Cover Letter to apply for a Job.

You will also receive an email notification, confirming Job Application to Recruiter

You can also [view all your Applied Jobs](#) from your ChakriProfile.



The left screenshot shows the "APPLY NOW" form for "ENVIRONMENTAL MANAGER (BACHELOR'S DEGREE-GRADUATE DEGREE (BA, BSC, BCOM))" in "BDCARSALES, BANGLADESH". The "Profile Picture" dropdown is set to "Existing". Under "Resume", there are radio buttons for "Use an existing Resume" (selected) and "Upload Resume". Two existing resumes are listed: "CashFlow.docx" and "BD.docx", each with a "Download" button. Under "Cover Letter", there are radio buttons for "Don't use cover letter." (selected), "Upload cover letter.", and "Use an existing cover letter.". A purple "Apply" button is at the bottom right.

The right screenshot shows the same form but with the "Profile Picture" dropdown set to "Upload From Computer". The "Upload Resume" radio button is selected. The "Upload Resume (Docx)" section has a "Choose File" button and a progress indicator showing 0%. The "Cover Letter" section has the "Upload cover letter." radio button selected. The "Upload Cover Letter (Docx)" section has a "Choose File" button and a progress indicator showing 0%. A purple "Apply" button is at the bottom right.

Jobseekers – FREE Registration

Registration has never been so simple, quick & easy.

To register with us for **FREE**, simply fill in the details below. You will be registered with us instantly.

Registration is easily accessible There are various places around the website to take you to the **Registration** Page.

REGISTER (FOR FREE) TO SEE JOBS MATCHING YOUR PROFILE

PERSONAL INFO:

Email

Gender

LOCATION:

Phone

PREFERRED

NEWSLETTER:

Subscribe Newsletter

SET PASSWORD:

[Register](#)

MyChakri Profile

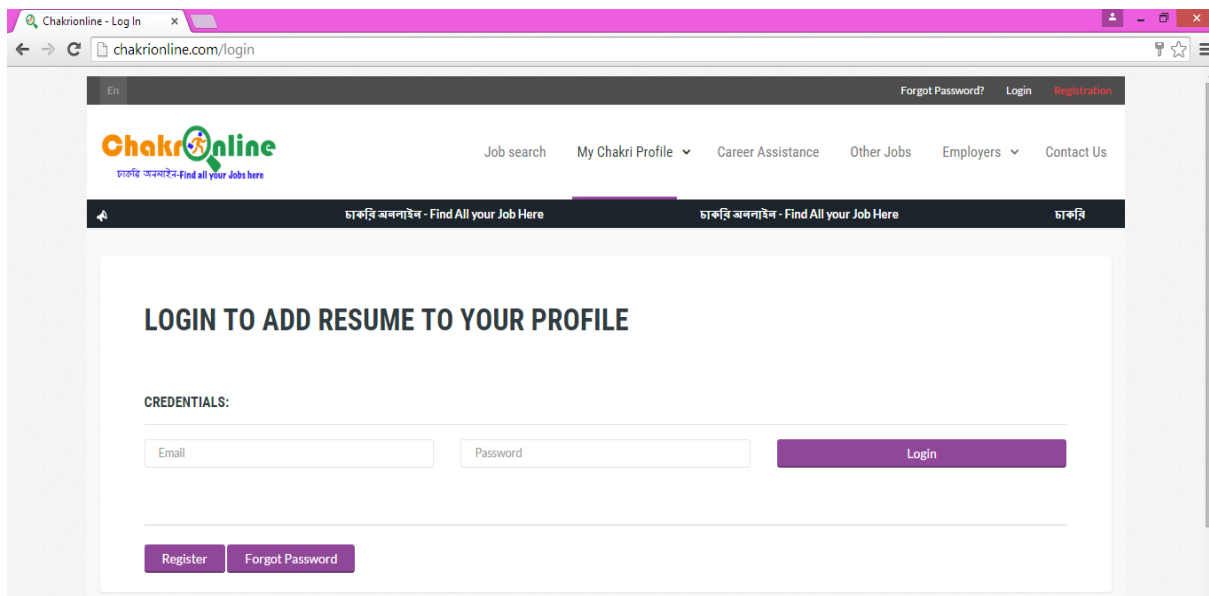
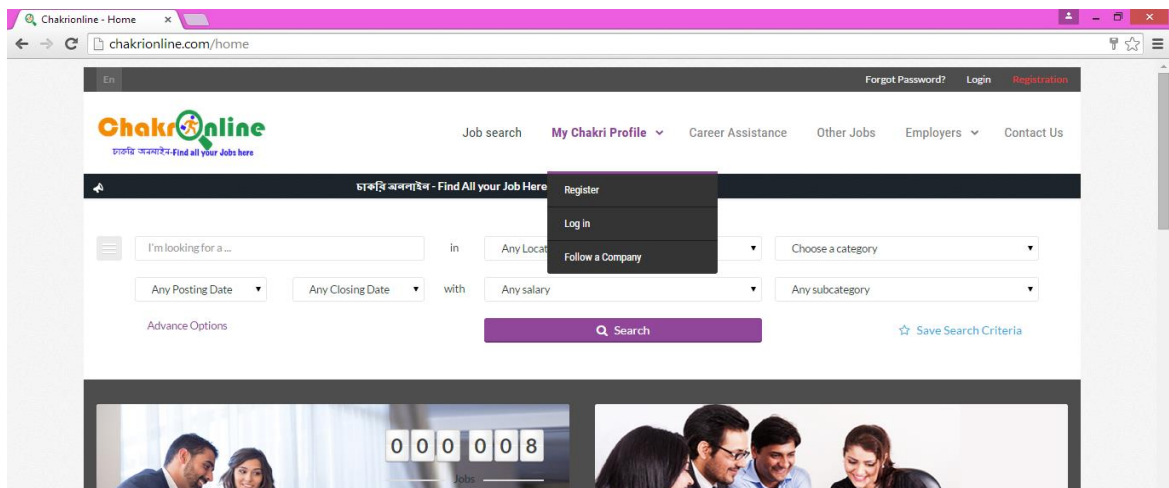
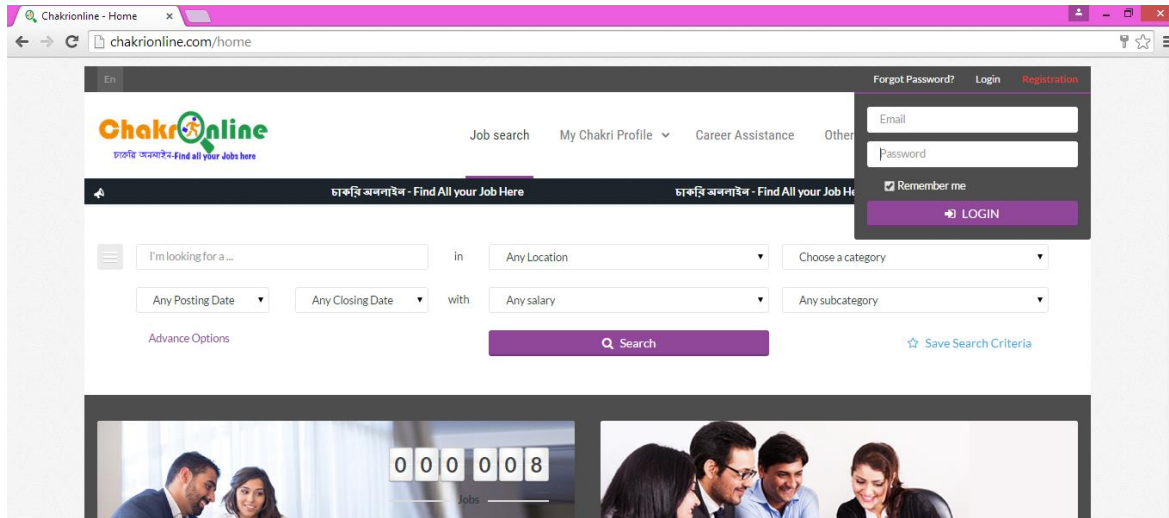
Below are the Options available under MyChakri Profile, exclusively for our Registered Users

- [Home](#)
- PROFILE**
- [My Profile](#)
- [Change Password](#)
- [Follow a Company](#)
- RESUME**
- [My Resumes](#)
- [Upload Resume in Docx](#)
- [Build Resume](#)
- COVER LETTERS**
- [My Cover Letters](#)
- [Upload Cover Letter](#)
- [Build Cover Letter](#)
- My Jobs**
- [Job Mail](#)
- [Favourite Searches](#)
- [My Applied Jobs](#)
- [Saved Jobs](#)
- [Logout](#)

Logins

There are various places around the website where **Login** is available.

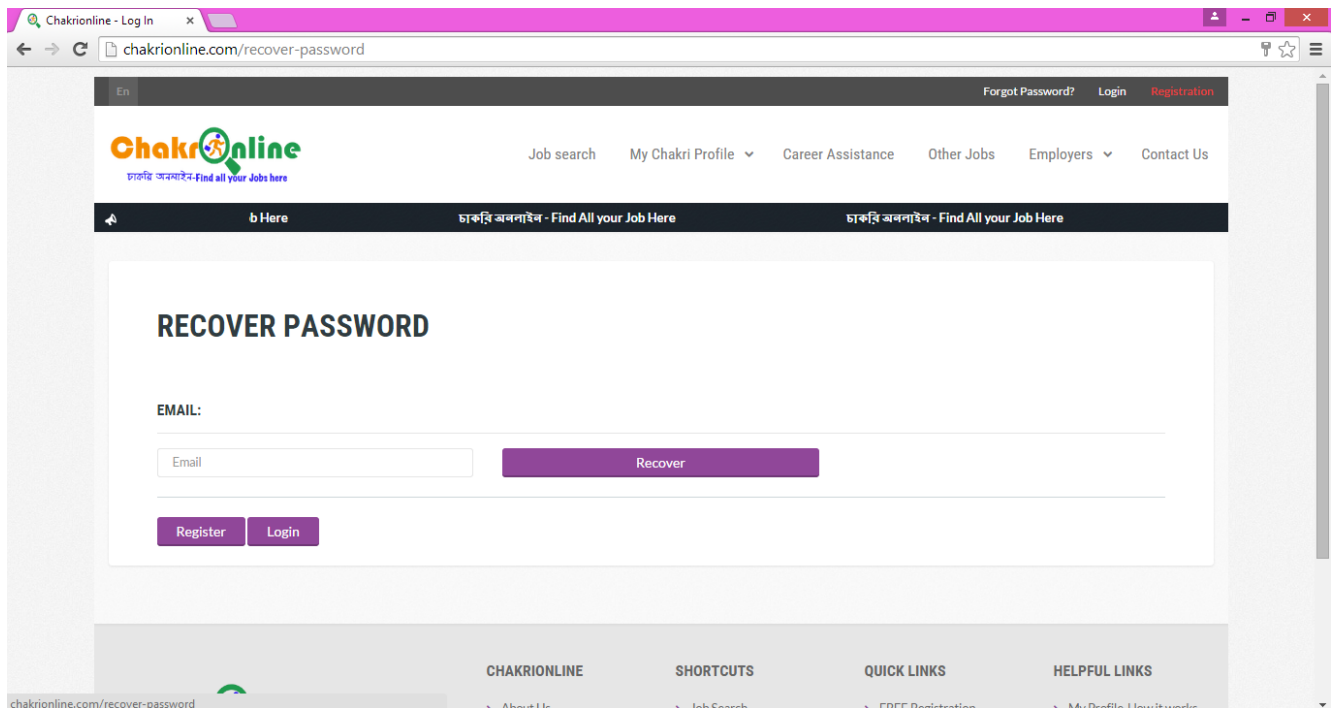
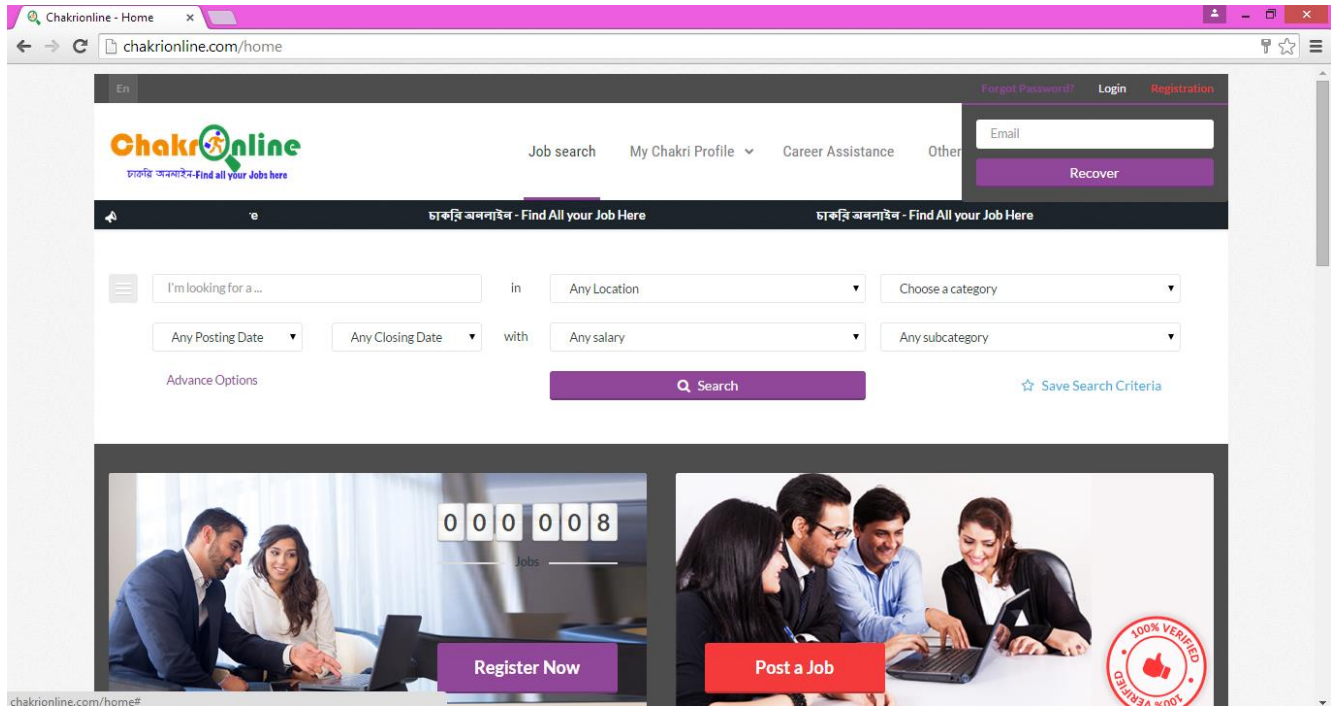
Logins are easily accessible. See below some of the places where Login buttons are.



Forgot Password

Like Logins & Logouts, Forgot Password? This is also easily accessible around the website.

See below some of the places where you can find this Button.



DASHBOARD

Below is a screen shot of how your Dashboard / Homepage will appear once you're [Logged In](#)

This displays your Summary of Activities

Any Saved Jobs is also presented here

ChakrOnline
চাকরি অনলাইন-Find all your Jobs here

Job search My Chakri Profile Career Assistance Other Jobs Employers Contact Us

Job Here চাকরি অনলাইন - Find All your Job Here

DASHBOARD

Welcome to Chakrionline, your Personalized Career Management Account. This account offers you Editing, Deleting, and Updating of your existing Chakrionline account and provides you all the benefits i.e., RESUME, JOB CART etc. Similarly, this offers you the opportunity of sending copies of your Resume to the prospective employers, or find the companies that viewed your Resume.

| # | Activity Summary | Count |
|---|------------------------------|-------|
| 1 | Total number of Saved Jobs | 2 |
| 2 | Total Applied Jobs | 2 |
| 3 | Number of Favourite Searches | 2 |
| 4 | Total Resumes | 2 |
| 5 | Total Cover Letters | 0 |

advertisement - 728x90!

SAVED JOB

| # | Saved Jobs | Saved On | Action |
|-------|----------------|---------------------------------|--------------------------|
| Job 1 | Security Guard | 30 January 2015 Friday 09:39 AM | [Apply Job] [Delete] |

Profile

Below Options is Available under **Profile**

- My Profile
- Change Password
- Follow a Company

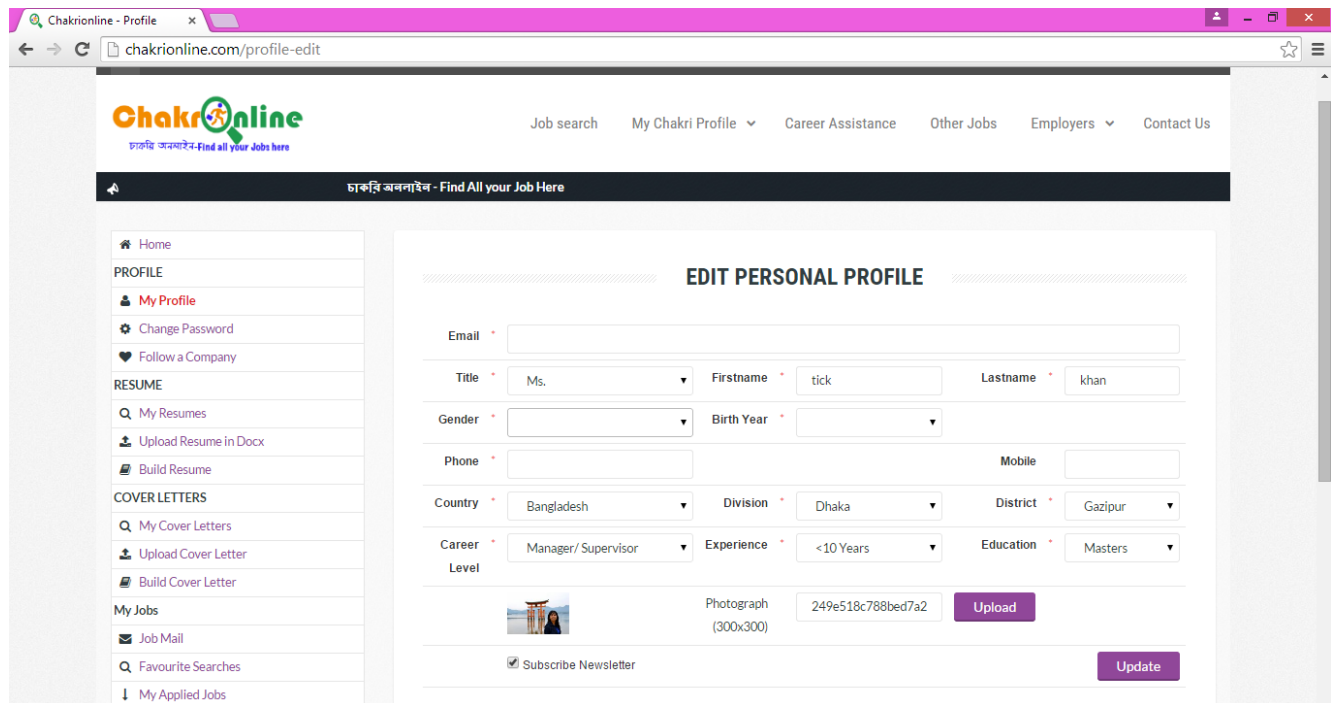
PROFILE

- My Profile**
- Change Password**
- Follow a Company**

My Profile

Below is a snap shot of your Profile, here you can [Edit or Update](#) your Personal Details and Profile Picture

To unsubscribe to a Newsletter, Please uptick the Subscribe Newsletter Button Subscribe Newsletter



EDIT PERSONAL PROFILE

Email *

Title * Ms. Firstname * tick Lastname * khan

Gender * Birth Year *

Phone * Mobile *

Country * Bangladesh Division * Dhaka District * Gazipur

Career * Manager/ Supervisor Experience * <10 Years Education * Masters

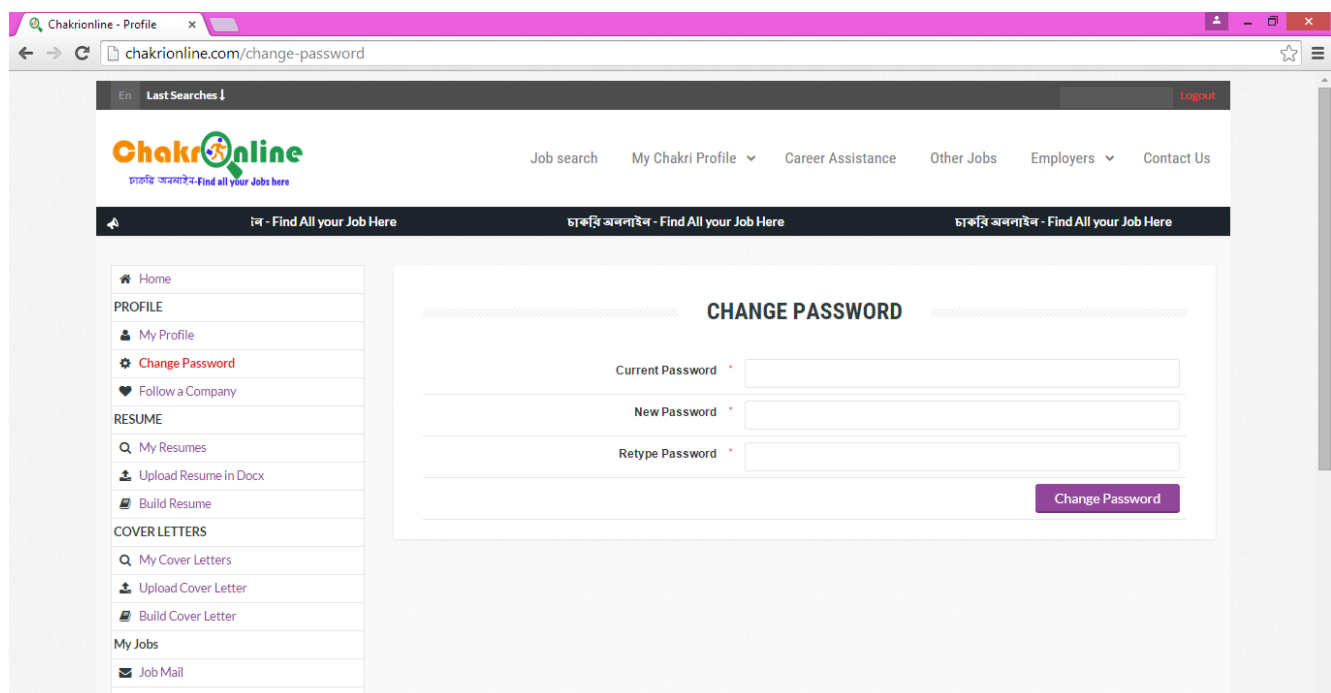
Level

Photograph (300x300)

Subscribe Newsletter

Change Password

To change your current password, click on this tab.



CHANGE PASSWORD

Current Password *

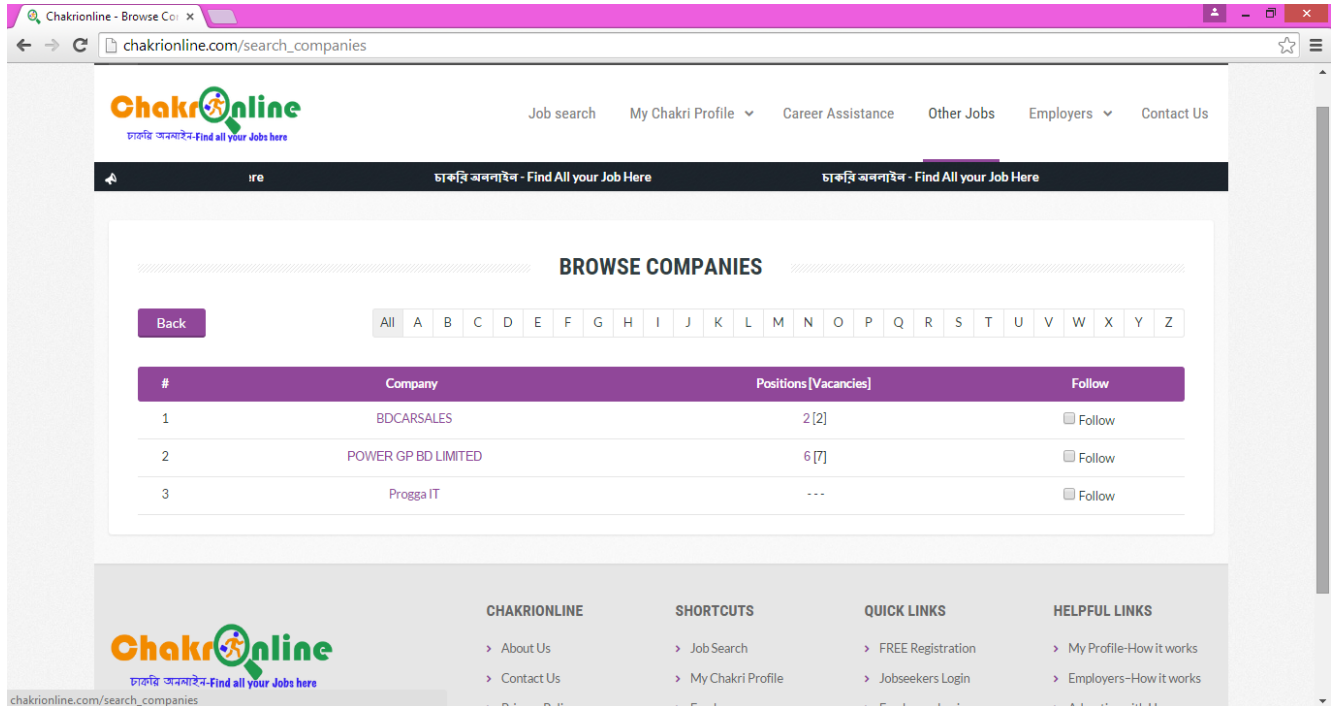
New Password *

Retype Password *

Follow a Company

Here is a list of all the Companies registered with Chakri, To Follow a Company, simply [tick the Box, besides Follow](#).

Once you start following a company, **All Jobs posted** by that company will be sent to your email.



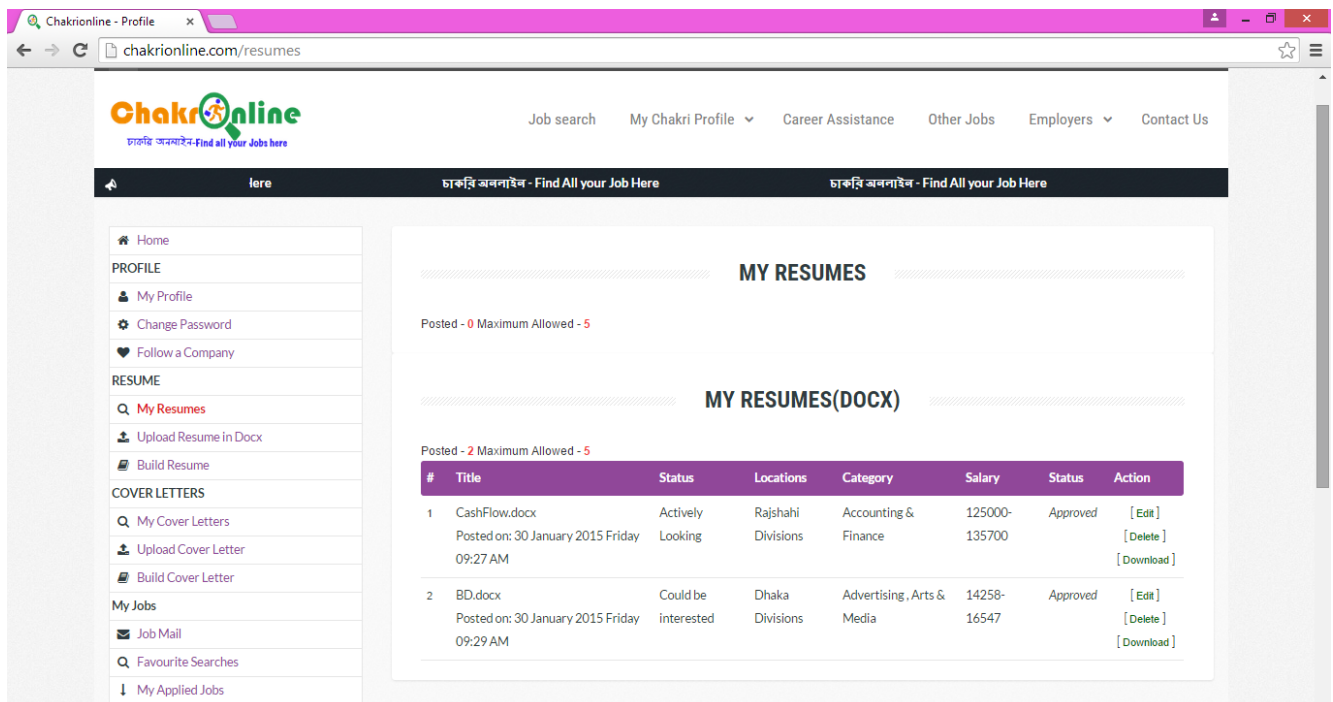
The screenshot shows the 'BROWSE COMPANIES' section of the ChakriOnline website. It features a navigation bar with 'Job search', 'My Chakri Profile', 'Career Assistance', 'Other Jobs', 'Employers', and 'Contact Us'. Below the navigation, there's a search bar and a list of companies with columns for '#', 'Company', 'Positions [Vacancies]', and 'Follow'.

| # | Company | Positions [Vacancies] | Follow |
|---|---------------------|-----------------------|---------------------------------|
| 1 | BDCARSALES | 2 [2] | <input type="checkbox"/> Follow |
| 2 | POWER GP BD LIMITED | 6 [7] | <input type="checkbox"/> Follow |
| 3 | Progga IT | --- | <input type="checkbox"/> Follow |

RESUME

My Resume

Displays a **Summary** of all your Resumes either; Uploaded or Built Resumes



The screenshot shows the 'MY RESUMES' section of the ChakriOnline website. It displays a summary of resumes and a table of uploaded resumes (DOCX).

Posted - 0 Maximum Allowed - 5

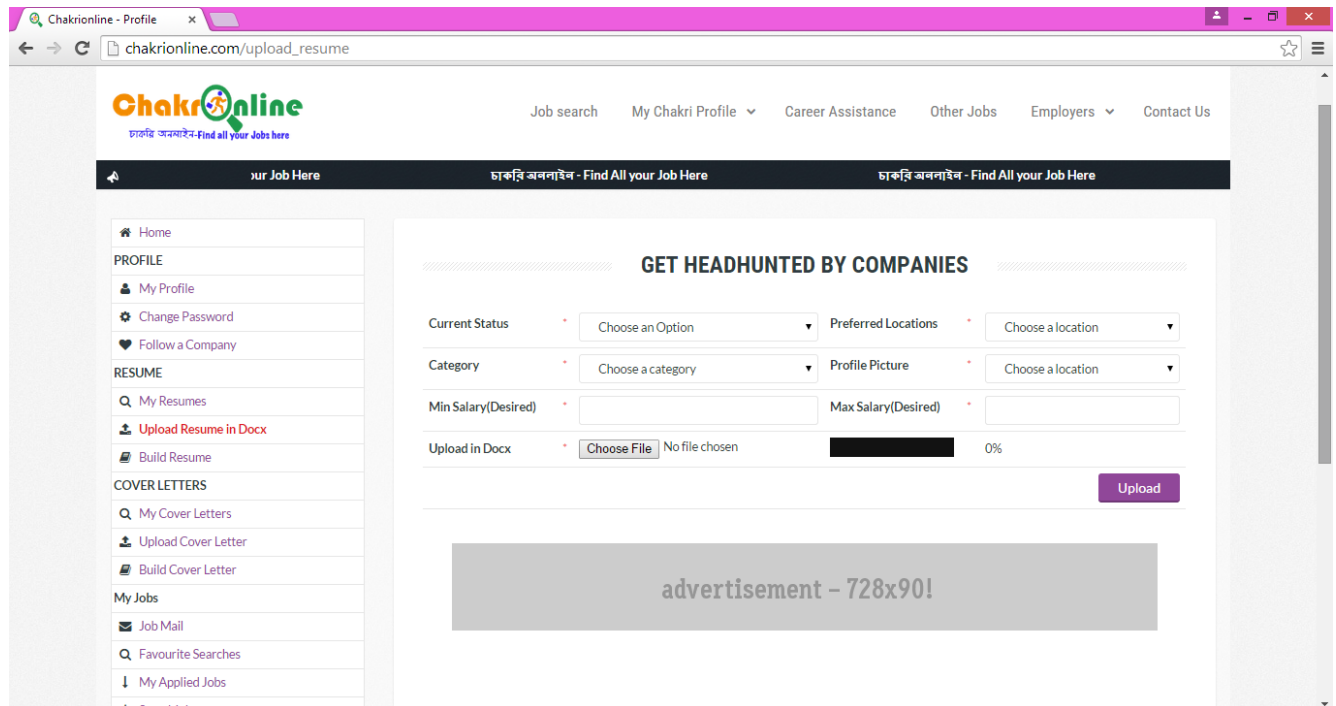
MY RESUMES(DOCX)

Posted - 2 Maximum Allowed - 5

| # | Title | Status | Locations | Category | Salary | Status | Action |
|---|--|------------------------|-----------------------|------------------------------|-------------------|----------|----------------------------------|
| 1 | CashFlow.docx Posted on: 30 January 2015 Friday 09:27 AM | Actively Looking | Rajshahi Divisions | Accounting & Finance | 125000- 135700 | Approved | [Edit] [Delete] [Download] |
| 2 | BD.docx Posted on: 30 January 2015 Friday 09:29 AM | Could be interested | Dhaka Divisions | Advertising, Arts & Media | 14258- 16547 | Approved | [Edit] [Delete] [Download] |

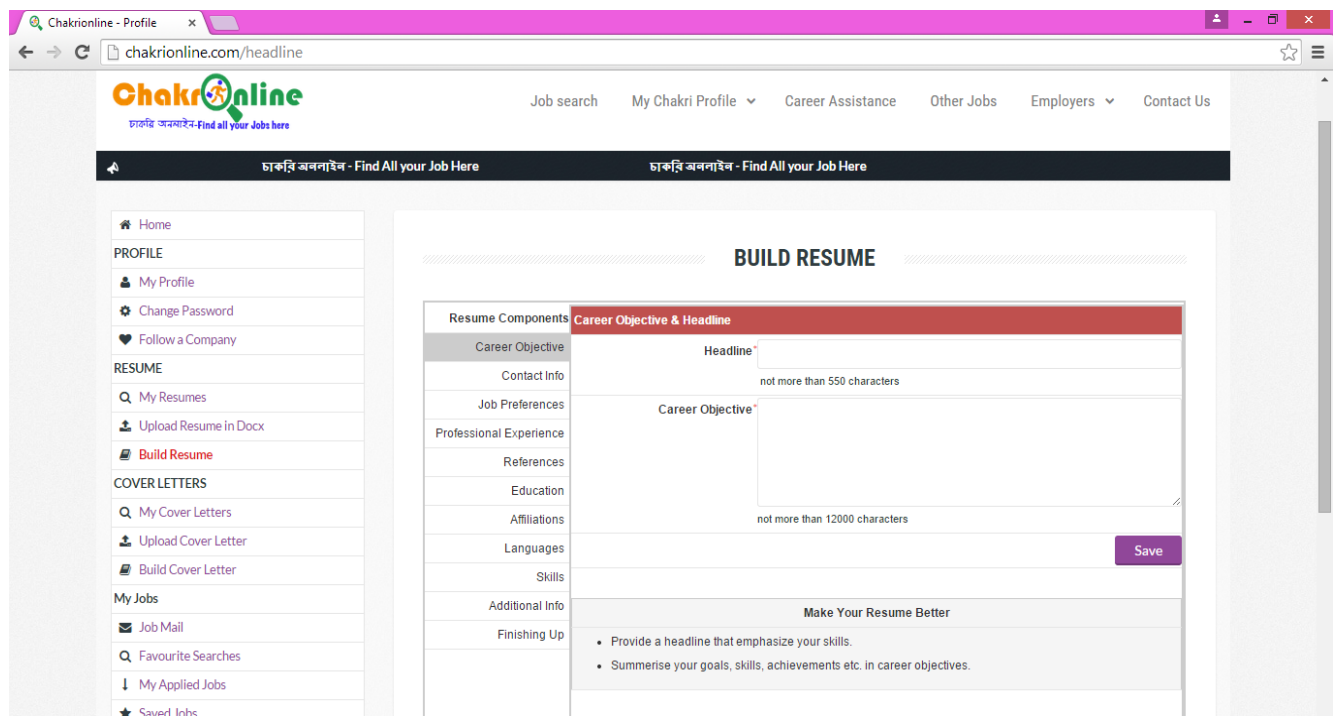
Upload Resume in Docx

If you already have a resume saved into your computer, you can now [upload your resume](#) here & apply for Jobs directly.



Build Resume

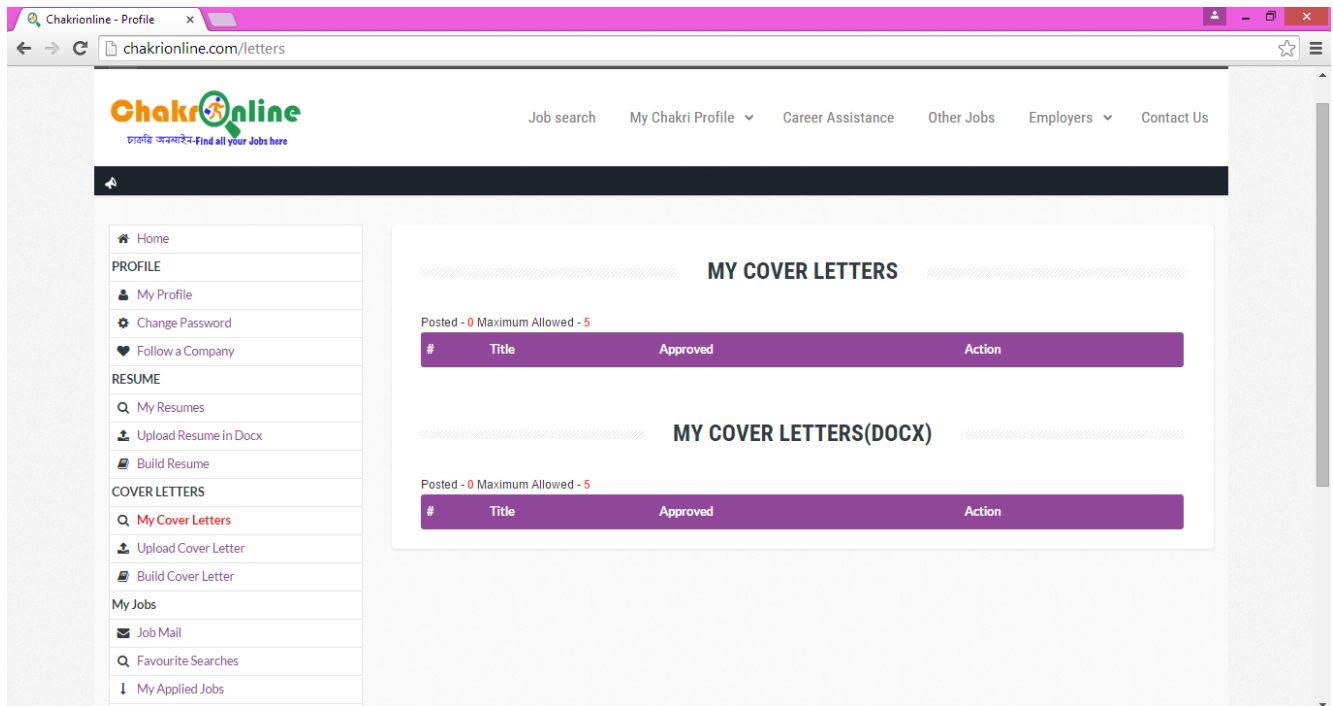
If you don't have a resume, you can build one using the tool below.



COVER LETTERS

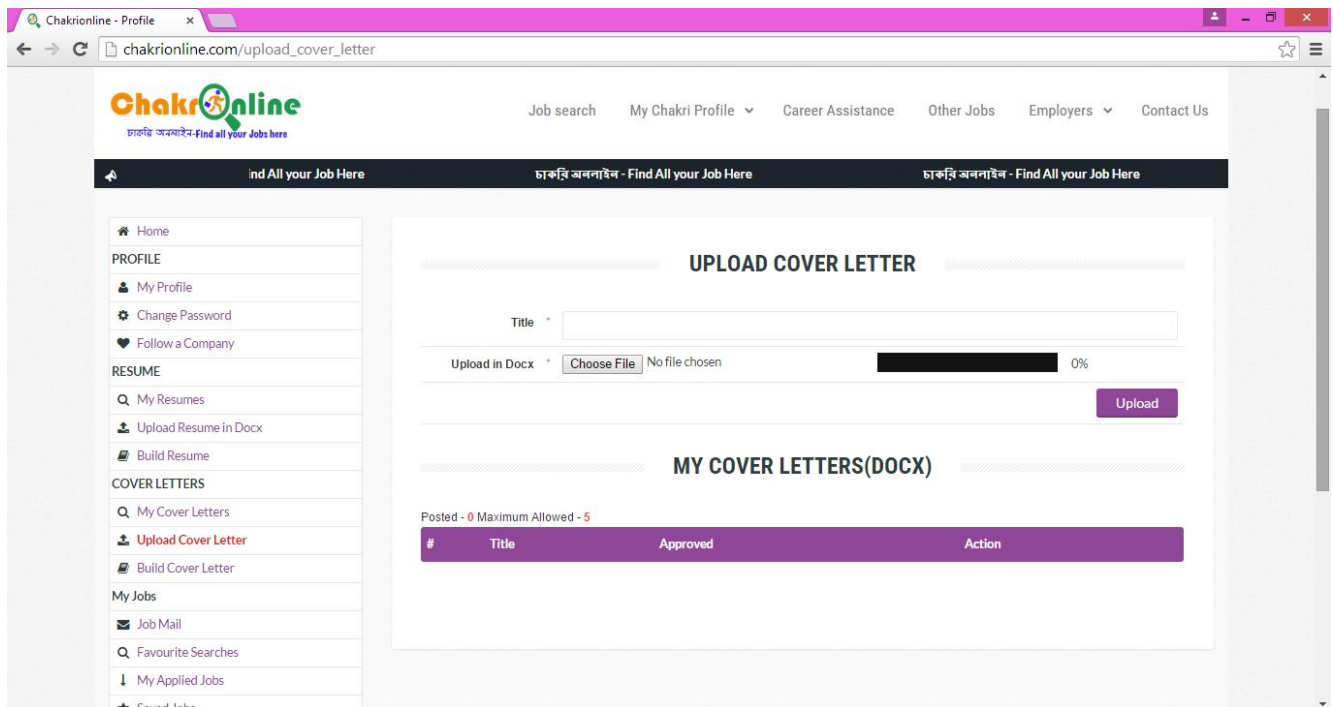
My Cover Letter

Displays a [Summary](#) of all your Cover Letter either; Uploaded or Built Resumes



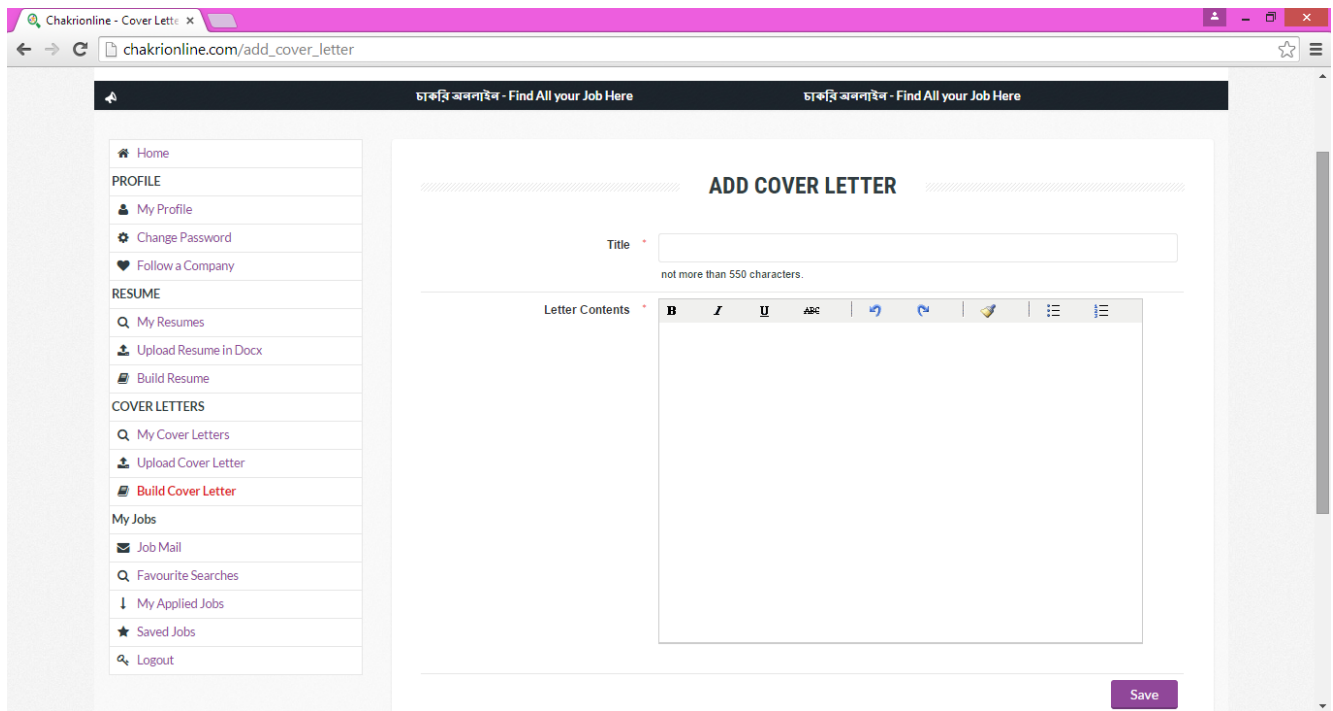
Upload Cover Letter

If you already have a Cover Letter saved into your computer, you can now [upload your Cover Letter](#) here & apply for Jobs directly.



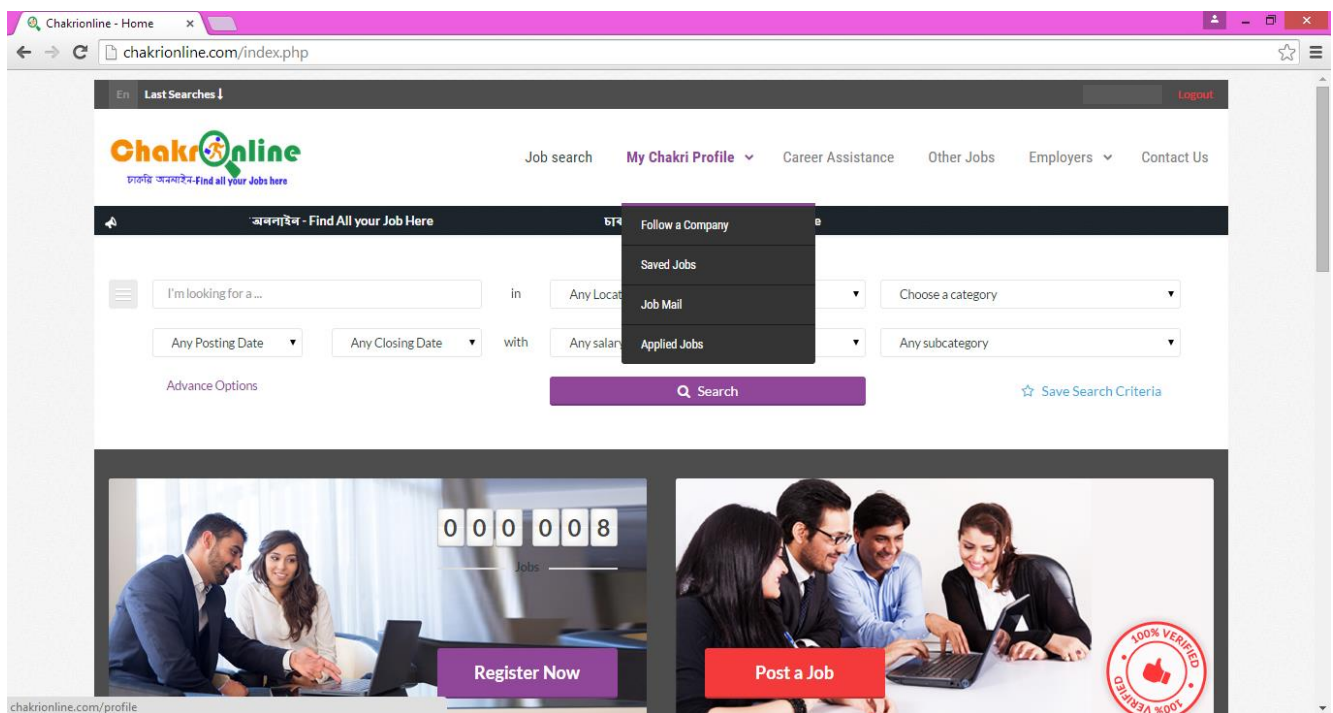
Build Cover Letter

If you don't have a Cover Letter, you can build one using the tool below.



My Jobs

Once you Login, there are shortcut links to Saved Jobs, Job Mail & Applied Jobs



Job Mail

You can now Setup a Job Mail Alert.

To create a Job Mail, Simply fill in the Form below matching your preference to start receiving Job emails Daily, Weekly Fortnightly, Monthly or Yearly.

- Home
- PROFILE
 - My Profile
 - Change Password
 - Follow a Company
- RESUME
 - My Resumes
 - Upload Resume in Docx
 - Build Resume
- COVER LETTERS
 - My Cover Letters
 - Upload Cover Letter
 - Build Cover Letter
- My Jobs
 - Job Mail
 - Favourite Searches
 - My Applied Jobs
 - Saved Jobs
 - Logout

ADD NEW

Once you added a category- location group to your alerts then you will receive mail alerts upon posting of jobs in that group. Leave blank if you want to choose all categories/locations.

Category *

Choose Category *

Choose a Sub category * Add Remove

Choose Location *

Choose Location * Add Remove

| | | | | |
|----------|------------------------------|------------------------------|---|-------------------------------------|
| Salary * | Minimum <input type="text"/> | Maximum <input type="text"/> | Currency <input type="text" value="-"/> | Type <input type="text" value="-"/> |
|----------|------------------------------|------------------------------|---|-------------------------------------|

Work type * Full Time Part Time

Delivery of Job Mail *

Keyword

Add

All your Job Mail alerts will be saved below to edit.

160x600


MAIL ALERTS GROUPS

To remove a category just click the check box and click the remove button below.

Select All

| | |
|--------------------------------------|---|
| <input type="checkbox"/> Categories: | Aerospace Engineering |
| Locations: | Dhaka Divisions |
| Salary | Minimum - 54,389.00, Maximum - 86,543.00 BDT Per Week |
| Work type | Full Time |
| Delivery of Job Mail | Per Hour |
| keyword | jobs |

Remove



চাকরি অনলাইন-Find all your Jobs here

CHAKRIONLINE

- > About Us
- > Contact Us
- > Privacy Policy
- > Terms & Conditions

SHORTCUTS

- > Job Search
- > My Chakri Profile
- > Employers
- > Career Assistance

QUICK LINKS

- > FREE Registration
- > Jobseekers Login
- > Employers Login
- > Follows Us

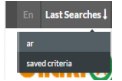
HELPFUL LINKS

- > My Profile-How it works
- > Employers-How it works
- > Advertise with Us
- > Job Ad Prices

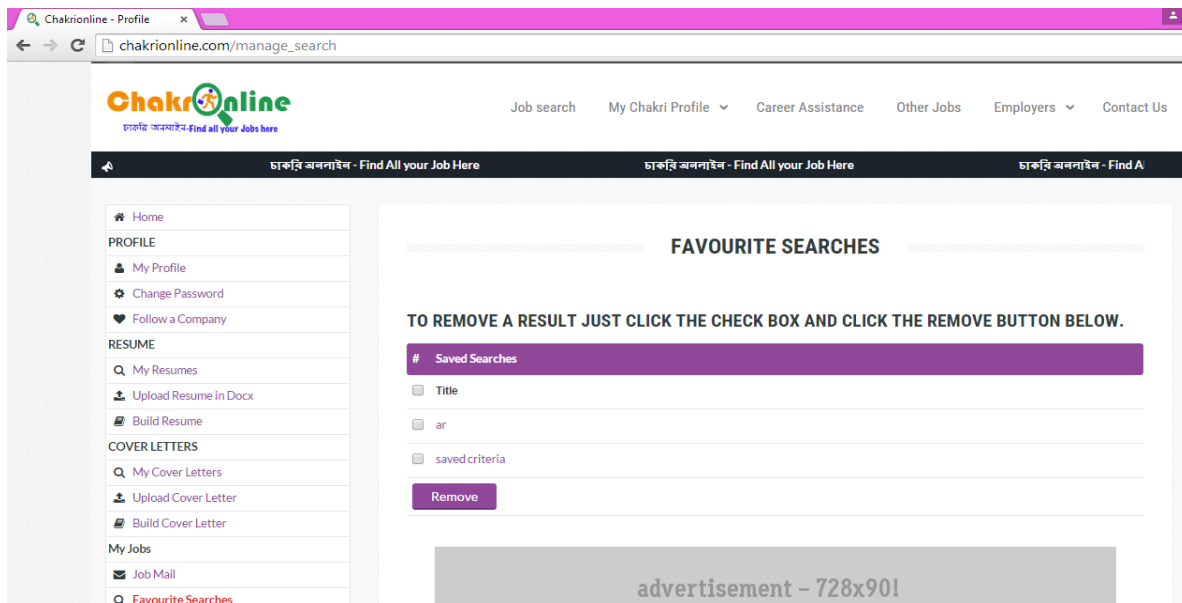
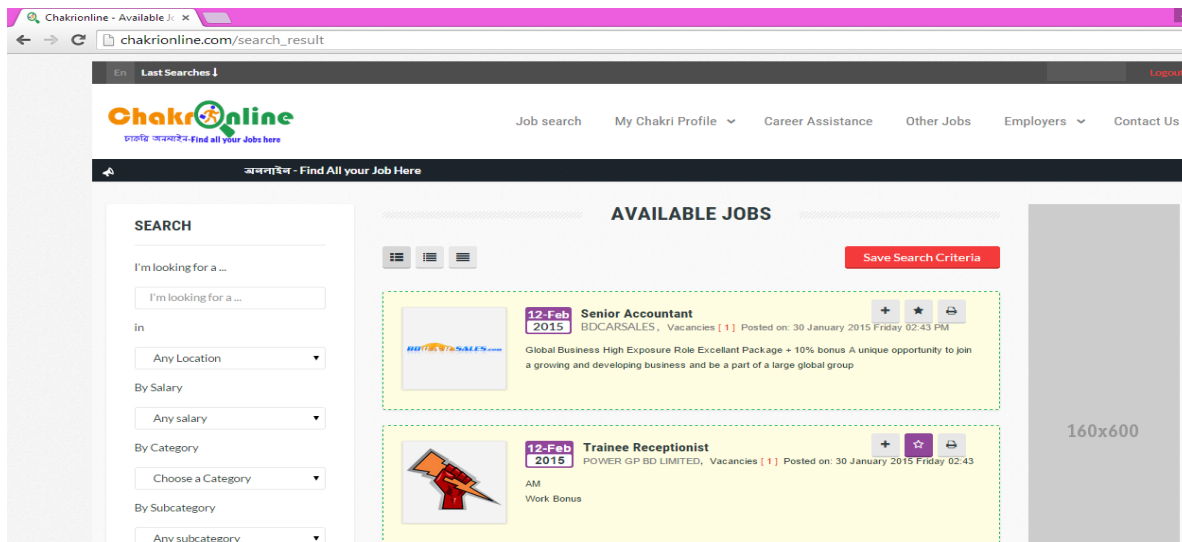
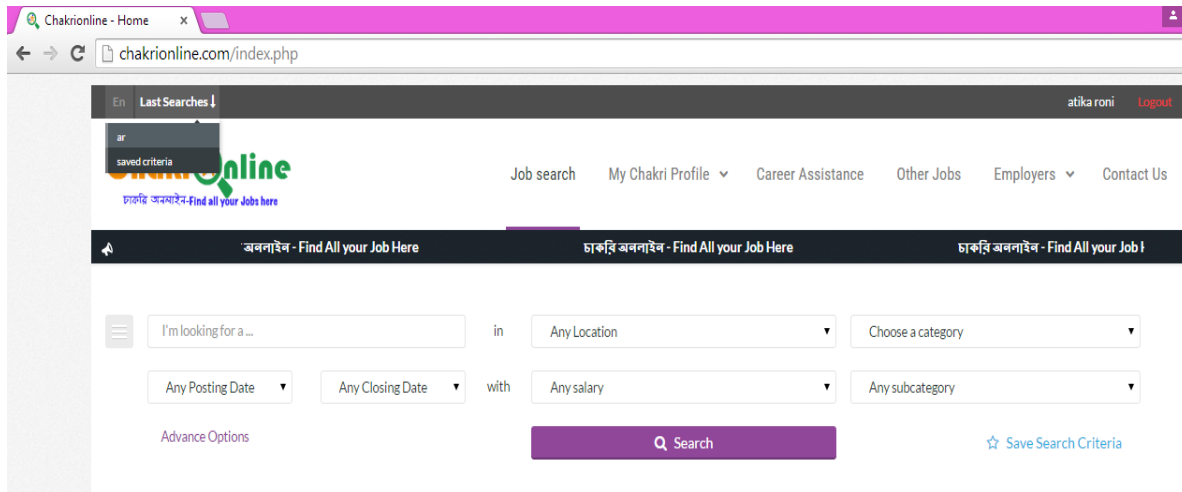
chakrionline.com/manage_mail_alerts

Favourite Searches

You can now **Save** your **Job Search Criteria**. This function will assist you in Searching Jobs faster. Just click on your Saved Searches, this will already have your criteria saved and will display all the jobs matching that criteria.

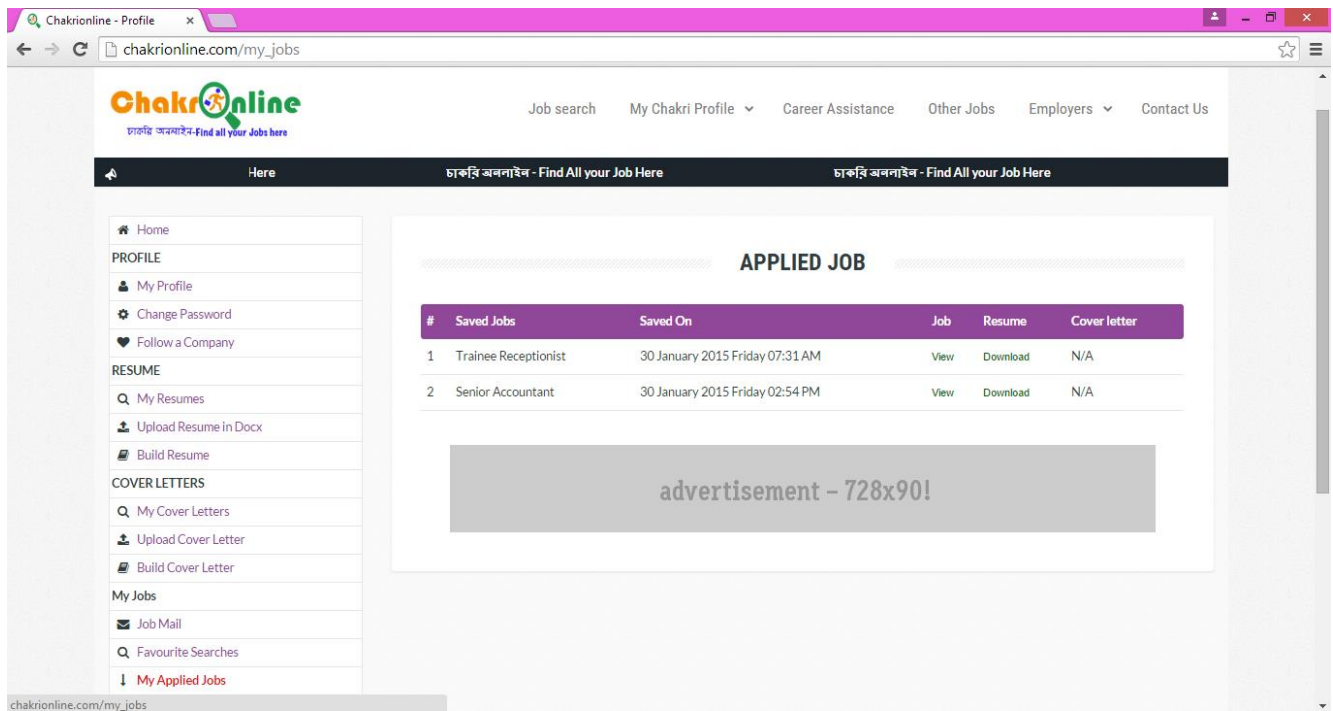


To Save your Job Search Criteria, Simply Choose your Options and Press [☆ Save Search Criteria](#)



Applied Job

You can view all your Applied Jobs & Details are saved here.



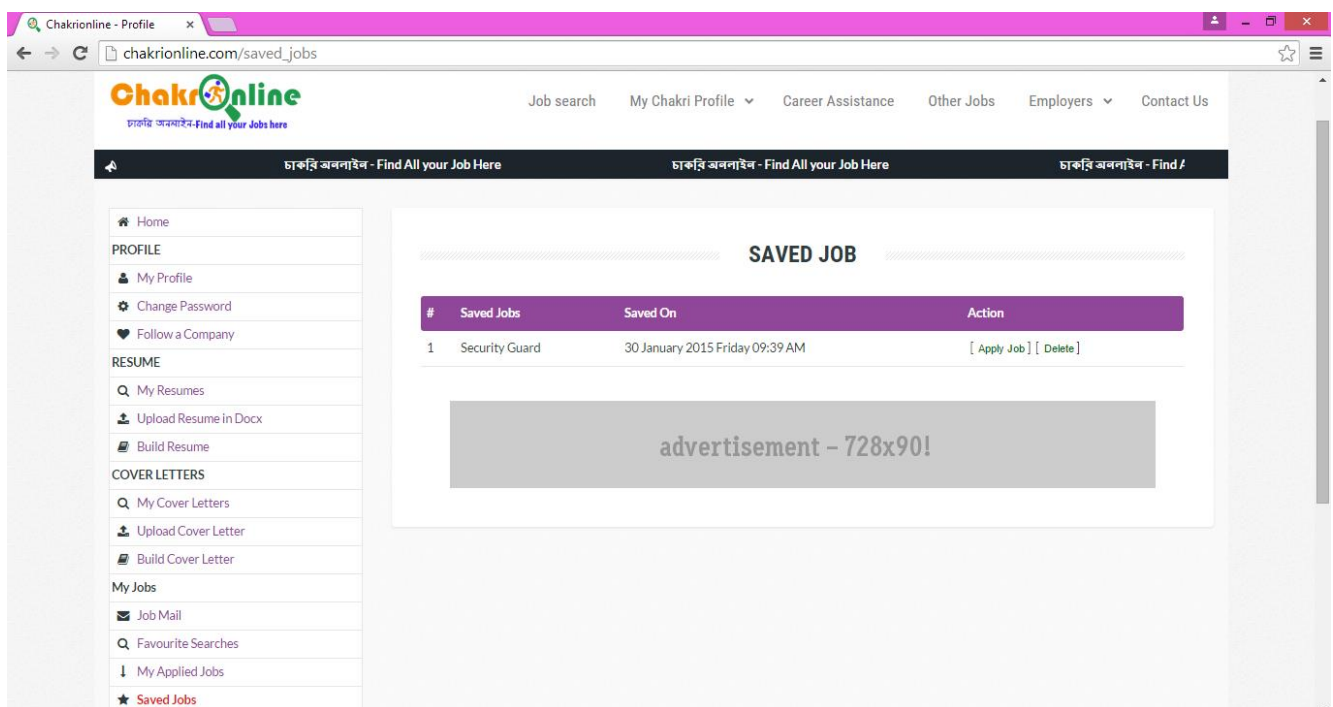
The screenshot shows the 'My Applied Jobs' page on ChakrOnline. The page features a navigation menu on the left with sections for Home, PROFILE, RESUME, COVER LETTERS, and My Jobs. The main content area is titled 'APPLIED JOB' and contains a table of applied jobs. Below the table is a large grey advertisement placeholder.

| # | Saved Jobs | Saved On | Job | Resume | Cover letter |
|---|----------------------|---------------------------------|----------------------|--------------------------|--------------|
| 1 | Trainee Receptionist | 30 January 2015 Friday 07:31 AM | View | Download | N/A |
| 2 | Senior Accountant | 30 January 2015 Friday 02:54 PM | View | Download | N/A |

advertisement - 728x90!

Saved Job

You can view all you Saved Jobs here, you also have the option to [Apply or Clear](#) from the dashboard



The screenshot shows the 'Saved Jobs' page on ChakrOnline. The page features a navigation menu on the left with sections for Home, PROFILE, RESUME, COVER LETTERS, and My Jobs. The main content area is titled 'SAVED JOB' and contains a table of saved jobs. Below the table is a large grey advertisement placeholder.

| # | Saved Jobs | Saved On | Action |
|---|----------------|---------------------------------|--|
| 1 | Security Guard | 30 January 2015 Friday 09:39 AM | [Apply Job] [Delete] |

advertisement - 728x90!

Logout

To Logout, simply Press the Logout Button From you Profile Page

Logout

The screenshot shows the ChakroOnline dashboard. The top navigation bar includes 'Job search', 'My Chakri Profile', 'Career Assistance', 'Other Jobs', 'Employers', and 'Contact Us'. The main content area is titled 'DASHBOARD' and contains a welcome message: 'Welcome to Chakrionline, your Personalized Career Management Account. This account offers you Editing, Deleting, and Updating of your existing Chakrionline account and provides you all the benefits i.e., RESUME, JOB CART etc. Similarly, this offers you the opportunity of sending copies of your Resume to the prospective employers, or find the companies that viewed your Resume.'

| # | Activity Summary | Count |
|---|------------------------------|-------|
| 1 | Total number of Saved Jobs | 2 |
| 2 | Total Applied Jobs | 2 |
| 3 | Number of Favourite Searches | 2 |
| 4 | Total Resumes | 2 |
| 5 | Total Cover Letters | 0 |

Below the table is a grey box with the text 'advertisement - 728x90!' and a purple button labeled 'SAVED JOB'.

or Press Logout on the Top right hand corner

Logout

The screenshot shows the 'CHANGE PASSWORD' page on ChakroOnline. The top navigation bar is identical to the dashboard. The main content area is titled 'CHANGE PASSWORD' and contains three input fields: 'Current Password', 'New Password', and 'Retype Password'. A purple button labeled 'Change Password' is located at the bottom right of the form.

Contact Us

If you require further assistance, clarification or provide feedback on the website or our services, please contact us by sending us a message via Contact us or email us on info@chakrionline.com . We are happy to assist you anytime.

The screenshot shows the 'Contact Us' page on the ChakroOnline website. The page layout includes a navigation bar with links for 'Job search', 'My Chakri Profile', 'Career Assistance', 'Other Jobs', 'Employers', and 'Contact Us'. Below the navigation bar is a banner with the text 'চাকরি অনলাইন - Find All your Job Here' repeated in Bengali and English. The main content area is divided into three sections:

- Map:** A Google Map showing the location of the headquarters in Dhaka, Bangladesh, near Abul Hotel and Mirbagh Rd.
- HEADQUARTERS:**

Address:
353/1 DIT Road, East Rampura,
Dhaka, Bangladesh
Phone: +88 0171 2405 152
- CONTACT INFORMATION:**

Contact:
Email: info@chakrionline.com
Billing Help: invoicing@chakrionline.com
Web: www.chakrionline.com
- SEND US A MESSAGE:** A form with fields for Name, Email Address, Subject, and a text area for the message. A 'SEND' button is located below the form. A placeholder box with the text '180x150' is visible below the form.