Career BN

CareerBN Registration Guide for

Candidates
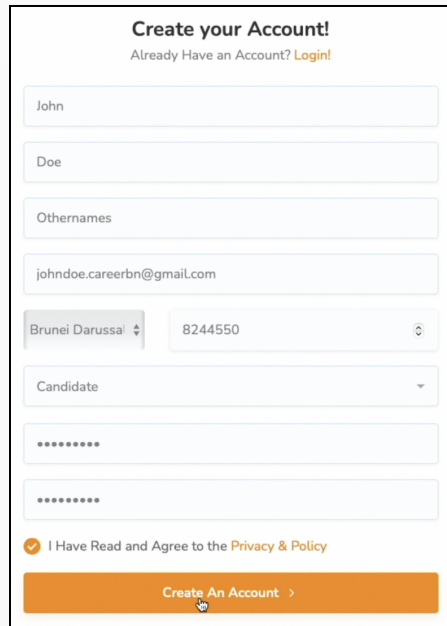
1 | Registering a new account
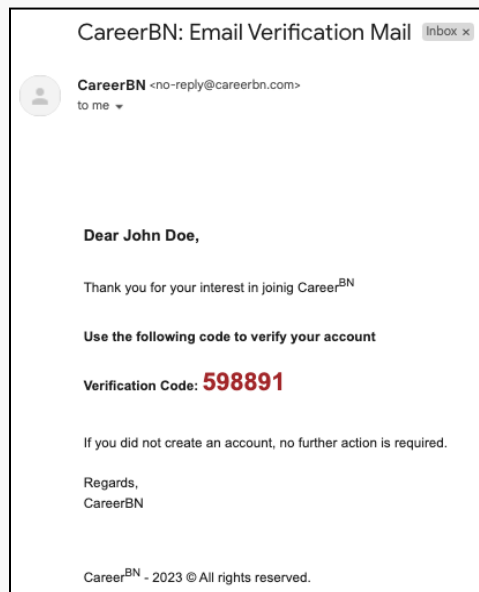
Step 1 - Go to https://careerbn.com

Step 2 - Click the **Sign In** button on the top right and go to the **Register** tab.

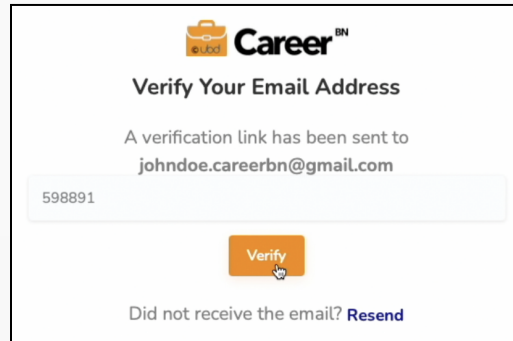**Step 3** - Once you have filled in your details, click on **Create An Account** button.

Step 4 - Check your email for the verification code to use to verify your email.

Step 5 - Enter your verification code and click **Verify**. Your email should be verified and redirected to the **Login** page.
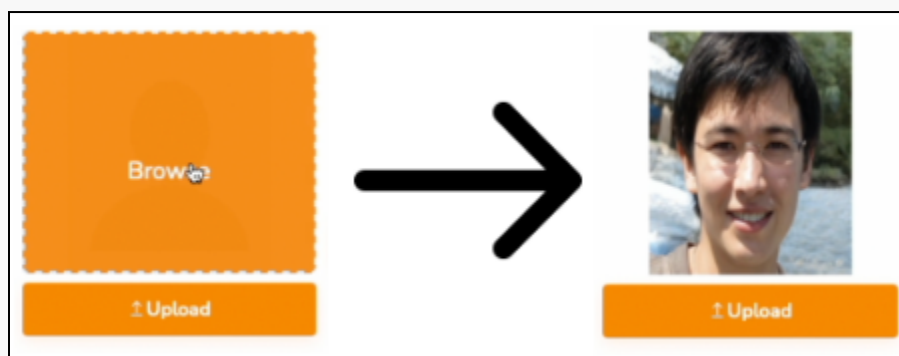

Step 6 - Enter your login details and click **Log In**. You should be redirected to your **Dashboard** page.

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2 | Edit/Manage your resume

2.1 | Biodata

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Biodata** from the categories.

Step 2 - To upload your profile picture, hover over the picture and click **Browse**. Pick your profile picture and then click **Upload**.

4

Step 3 - Fill in your biodata and click **Save Changes**.

Date of Birth

01/01/2000

Gender

Male ▾

Marital Status

Single ▾

Phone Number

+6738244550

Email Address

johndoe.careerbn@gmail.com

Notes

Recent Computer Science graduate from the University Brunei Darussalam, adept in IT with strong analytical skills, seeking to contribute my knowledge and enthusiasm to a dynamic team.

🖫 Save Changes

2.2 | Contact

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Contact** from the categories.

Step 2 - Enter your contact details and click **Save Changes**.

Street

Please type your contact address here

No.5, Simpang 72, Kg. Delima Satu, BB4713
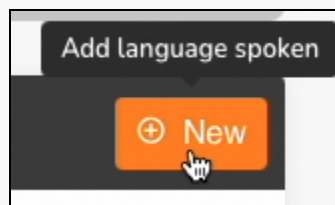
District

Brunei-Muara

City

Bandar Seri Begawan

💾 Save Changes

2.3 | Languages

Step 1 – From your **Dashboard** page on the left sidebar, click Resume → Manage Resume

and click the progress bar. Select **Languages** from the categories.

Step 2 – Click the **New** button to add a language.

Step 3 – Fill in the name of the language spoken and proficiency level. Click **Save** to save

your changes.

Name

English

Proficiency Level
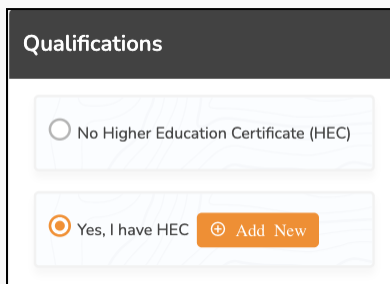
Full Professional
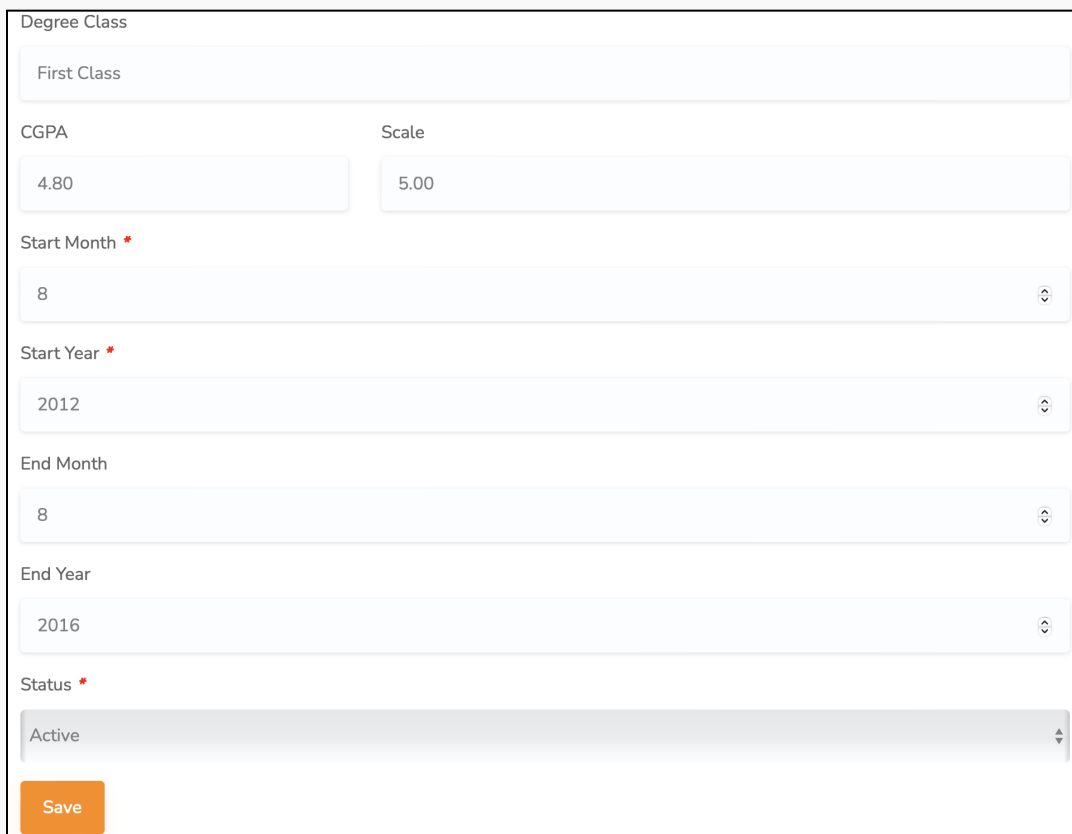
Save

2.4 | Higher Education

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Higher Education** from the categories.

Step 2 - Select either option depending on whether you have a Higher Education Certificate (HEC). If you possess a HEC, click the Yes option and **Add New** button to add your qualification.

Step 3 - Enter your qualifications details and click **Save** to save your changes.

2.5 | Work History

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume

and click the progress bar. Select **Work History** from the categories.

Step 2 - Click the **New** button to add a work history.
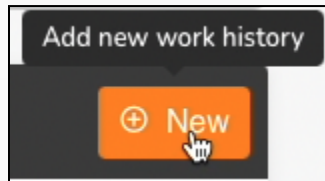
Step 3 - Fill in your work history details and click **Save** to save your changes.

2.6 | Skills

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Skills** from the categories.

Step 2 - Choose at least 3 skills from the list.

Select at least three skills

Add Your Skills ***** ⓘ

Database Management (SQL, Oracle, MySQL), Programming Languages (e.g., Python, Java, C++, Ruby), Web De... ⊕

✕ Database Management (SQL, Oracle, MySQL)   ✕ Programming Languages (e.g., Python, Java, C++, Ruby)

✕ Web Development (HTML, CSS, JavaScript)

Step 3 - Enter the other details and click the **Save Changes** button.

Years of Experience ⓘ

3

Highest Qualification ⓘ
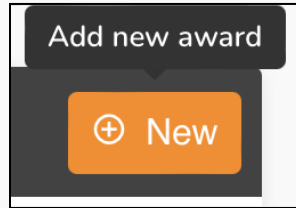
Bachelor's Degree

Minimum Salary ⓘ

$ 3000.00

💾 Save Changes

2.7 | Awards

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Awards** from the categories.

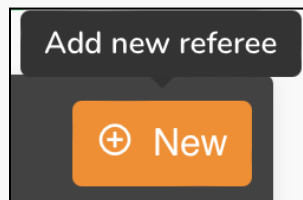**Step 2** - Click the **New** button to add an award.

Step 3 - Enter the award type(Award/Invention/Innovation) and details. Click **Save** to save your changes.

2.8 | Referees

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Referees** from the categories.

**Step 2** - Click the **New** button to add a referee.

Step 3 - Enter your referee's details and click **Save** to save your changes.

Name
Dr. Emily Johnson

Title
Dr.

Position
Senior Software Architect

Organization
CodeCraft Solutions

Email
emily.johnson@example.com

Phone
(555) 123-4567

Address
123 Tech Lane, Cityville, State

Save

2.9 | Hobbies

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Hobbies** from the categories.
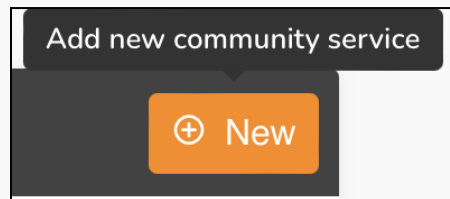
Step 2 - Click the **New** button to add a hobby.
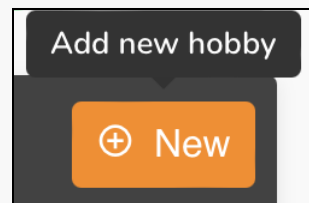
Step 3 - Enter your hobby name and click **Save** to save your changes.

Name
Reading

Save

2.10 | Community Helps

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume

and click the progress bar. Select **Community Helps** from the categories.

Step 2 - Click the **New** button to add a community service.

Step 3 - Enter your community service details and click **Save** to save your changes.

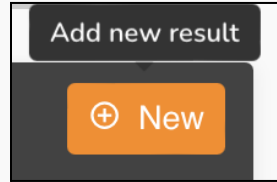## 2.11 | Lower Education

Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume

and click the progress bar. Select **Lower Education** from the categories.

Step 2 - Click the **New** button to add a result.

Add new result

New

Step 3 - Enter your result details and click **Save** to save your changes.

Level

O Level

Subject

Bahasa Melayu

Grade

B3

Year

2010

Save

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Career **BN**

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career_bn

info@careerbn.com
support@careerbn.com

+673 8244550

Universiti Brunei Darussalam, Jalan Tunku Link, Gadong, BE1410, Brunei Darussalam