



Career^{BN}

**CareerBN Registration Guide for
Candidates**

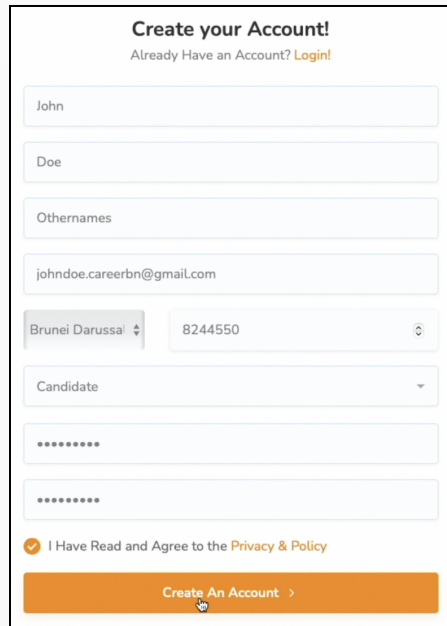
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1 | Registering a new account

Step 1 - Go to <https://careerbn.com>

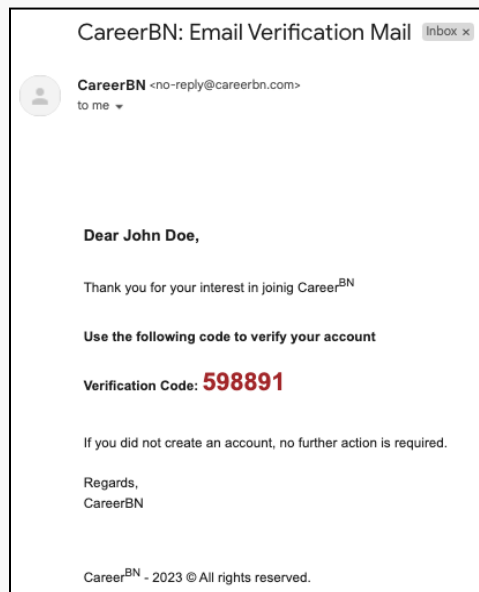
Step 2 - Click the **Sign In** button on the top right and go to the **Register** tab.

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

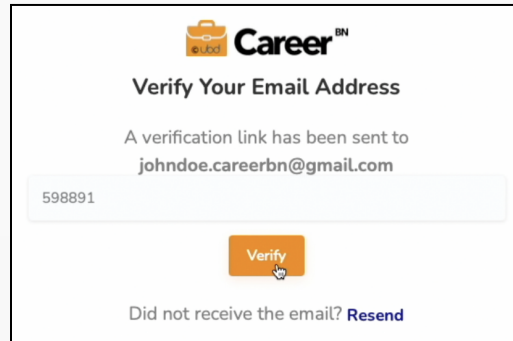


The screenshot shows a registration form titled "Create your Account!". Below the title is a link: "Already Have an Account? [Login!](#)". The form contains several input fields: "John" (first name), "Doe" (last name), "Othernames", "johndoe.careerbn@gmail.com" (email), "Brunei Darussa" (country dropdown), "8244550" (phone number), "Candidate" (dropdown menu), and two password fields (both masked with dots). At the bottom, there is a checked checkbox: "I Have Read and Agree to the [Privacy & Policy](#)". Below the checkbox is an orange button labeled "Create An Account >".

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.



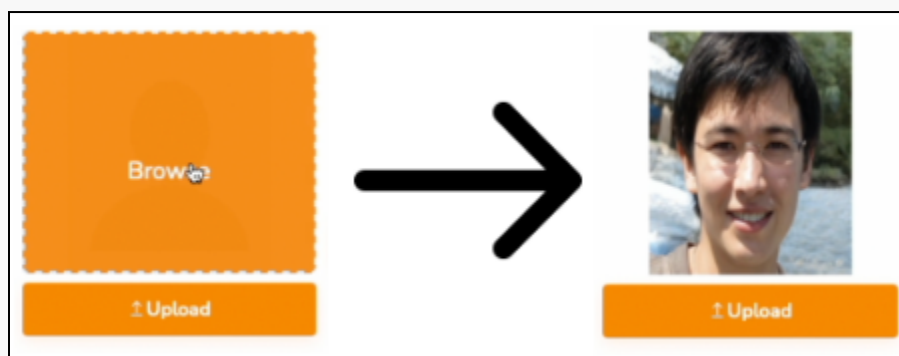
Step 6 - Enter your login details and click **Log In**. You should be redirected to your **Dashboard** page.

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**.



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

Date of Birth

Gender


Marital Status

Phone Number

Email Address

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

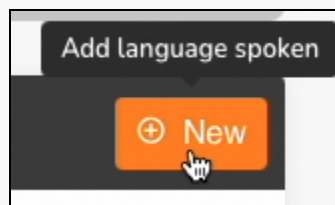
Bandar Seri Begawan



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

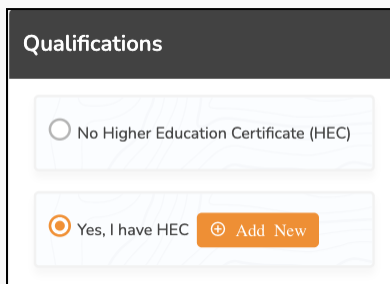
Full Professional



2.4 | Higher Education

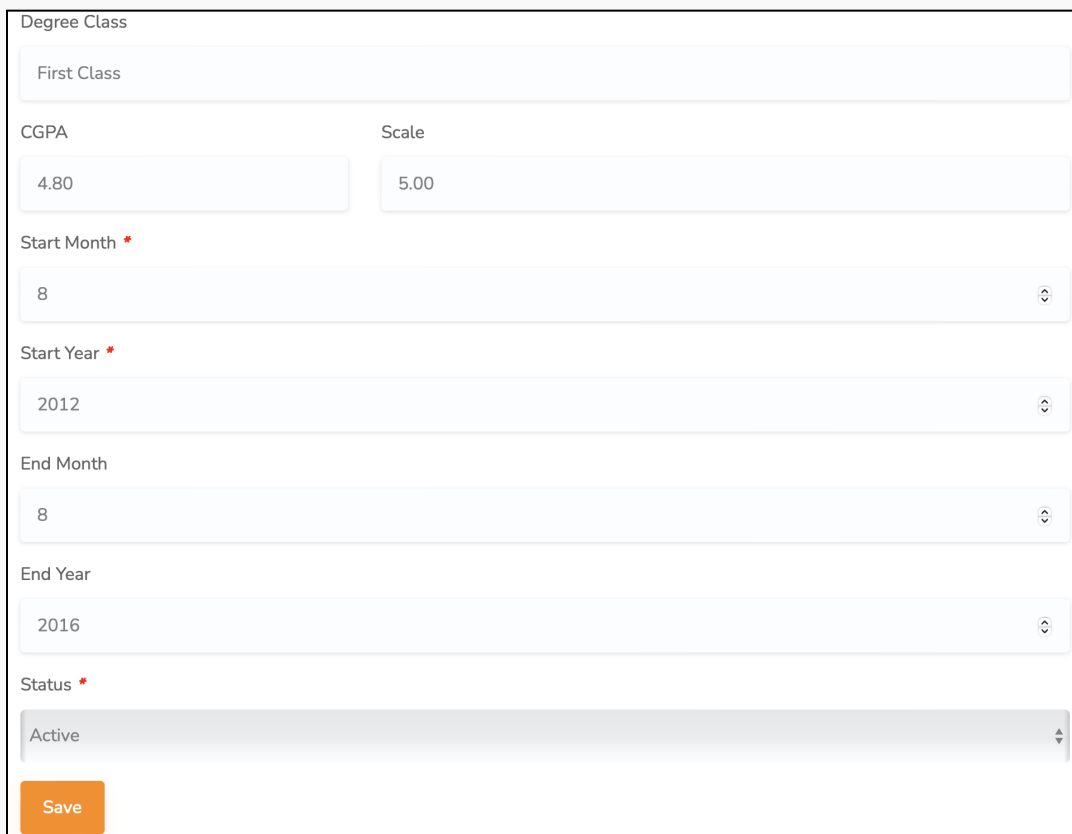
Step 1 - From your **Dashboard** page on the left sidebar, click Resume → Manage Resume and click the progress bar. Select **Higher Education** from the categories.

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.



The image shows a 'Qualifications' form with two radio button options. The first option is 'No Higher Education Certificate (HEC)' with an unselected radio button. The second option is 'Yes, I have HEC' with a selected radio button. To the right of the second option is an orange 'Add New' button.

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

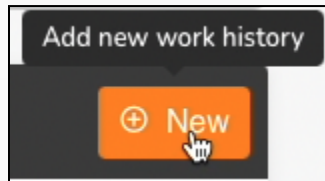


The image shows a form for entering qualification details. The fields are: Degree Class (First Class), CGPA (4.80), Scale (5.00), Start Month (8), Start Year (2012), End Month (8), End Year (2016), and Status (Active). A 'Save' button is located at the bottom left.

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.


Title *

Organization *

Job Description *

← → **B** *I*       *I* 

Played a key role in the development of a data analytics platform. Implemented data processing algorithms and contributed to the system architecture. Collaborated with data scientists to integrate machine learning models into the platform. Participated in troubleshooting and debugging activities. Worked in an agile environment to meet project milestones and deadlines.

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Start Month *

Start Year *

End Month

End Year

Save


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 

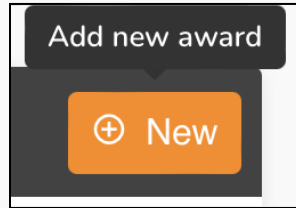
\$ 3000.00 

 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.



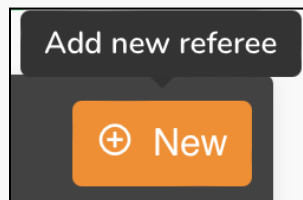
Step 3 - Enter the award type(Award/Invention/Innovation) and details. Click **Save** to save your changes.

A form with four input fields and a save button. The first field is a dropdown menu labeled "Type" with "Award" selected. The second field is a text input labeled "Name" with "CodeX Hackathon Winner" entered. The third field is a dropdown menu labeled "Year" with "2019" selected. The fourth field is a text input labeled "Organization" with "CodeX Tech Community" entered. At the bottom left of the form is an orange "Save" button.

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.



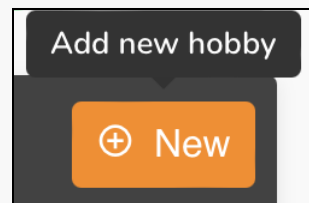
Step 3 - Enter your referee's details and click **Save** to save your changes.

Name	<input type="text" value="Dr. Emily Johnson"/>
Title	<input type="text" value="Dr."/>
Position	<input type="text" value="Senior Software Architect"/>
Organization	<input type="text" value="CodeCraft Solutions"/>
Email	<input type="text" value="emily.johnson@example.com"/>
Phone	<input type="text" value="(555) 123-4567"/>
Address	<input type="text" value="123 Tech Lane, Cityville, State"/>
	<input type="button" value="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.



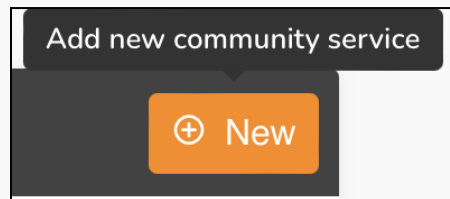
Step 3 - Enter your hobby name and click **Save** to save your changes.

Name	<input type="text" value="Reading"/>
	<input type="button" value="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.

Description

↶ ↷ B I  ▼       

Volunteered as a coding instructor for underprivileged youth, teaching fundamental programming concepts and fostering an interest in technology.

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Date

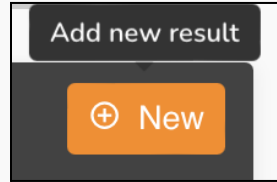
01/06/2018

Save

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.



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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