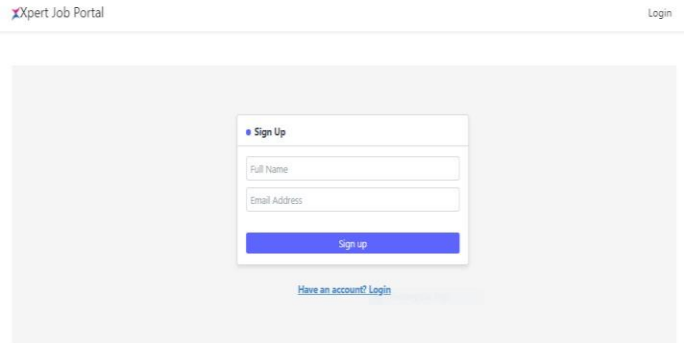




Guide to Registration on XperJobs.pk

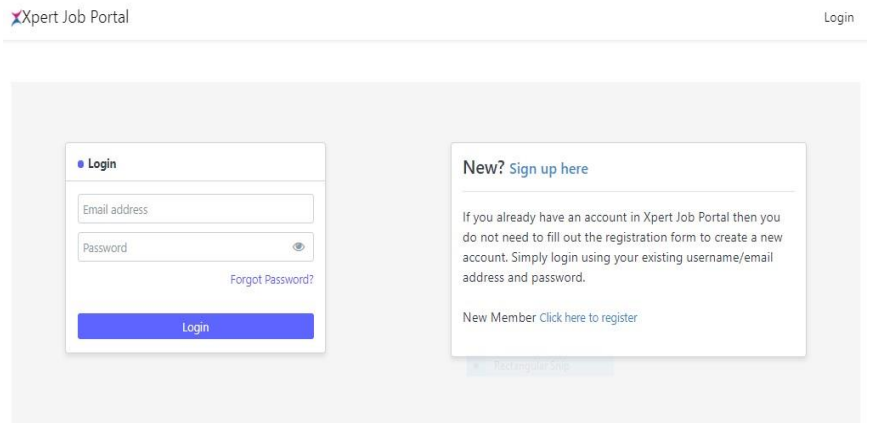
Step 1

- Go to the <https://mm.xpertjobs.pk/login#signup>
- Following will appear on your screen.
- Enter your name and email ID in the respective fields
- Click on Sign up (you can also signup or log in Directly if you have a gmail ID)



Step 2

- After signing up you will receive the system generated mail with credentials to login.
- Click on the “Update Password” link you received in the email
- Update your password
- Click on the login button on the top right corner of the screen



Step 3

- Once you clicked on the login button
- My CV window will appear on your screen

● ● ●
My CV

| | |
|--|--|
| <p>CNIC (000000-XXXXXXX-X)</p> <input type="text"/> | <p>Name (as per CNIC):</p> <input type="text"/> |
| <p>Gender</p> <input type="text"/> | <p>Father / Husband Name (as per CNIC):</p> <input type="text"/> |
| <p>Date of Birth (as per CNIC):</p> <input type="text"/> | <p>Marital Status</p> <input type="text"/> |
| <p>Domicile District:</p> <input type="text"/> | <p>UC</p> <input type="text"/> |
| <p>Contact Number (03XXXXXXXX)</p> <input type="text"/> | <p>Emergency Contact (03XXXXXXXX)</p> <input type="text"/> |
| <p>Current Address (as per CNIC):</p> <input type="text"/> | <p>Permanant Address (as per CNIC):</p> <input type="text"/> |
| <p>Current Salary (If Already Employed)</p> <input type="text"/> | <p>Expected Salary</p> <input type="text"/> |
| <p>Resume</p> <input type="button" value="Attach"/> | <p>Upload Photo</p> <input type="button" value="Attach"/> |



Step 4

- Fill all the field and DONOT forget to attach your CV under Resume Attach Field.
- Once you filled up all the fields the Grey button will turn Blue, click on the Let's Start Button at the bottom right corner of your screen

Step 5

- After filling up your primary information following window will appear on your screen
- Click on your Name at the top right corner of the screen
- Drop down will open

| Job Title | Expiry Date | Salary | Apply |
|-------------------------------------|-------------|------------|-----------|
| Android Developer | 30-Sep-2020 | Negotiable | Apply Now |
| Assistant Manager - HR & Operations | 30-Sep-2020 | 50,000 | Apply Now |
| Assistant - Data Analysis | 30-Sep-2020 | 38,000 | Apply Now |
| District Coordinator | 30-Sep-2020 | 75,000 | Apply Now |
| Graphic Designer - UI / UX | | | |

Step 6

Click on the Switch to the Desk > Jobs > My CV > You Name

The first screenshot shows the 'Jobs' module selected in the sidebar. A red arrow points down to the second screenshot, which shows the 'Jobs' page with three tabs: 'Current Job Opening', 'My Job Application', and 'My CV'. A second red arrow points down from the 'My CV' tab.



Jobs > Settings

My CV

Menu Refresh

Name Applicant Name Restricted

Add Filter Last Modified On

| <input type="checkbox"/> | Applicant Name | 1 of 1 |
|--------------------------|-----------------------|--------|
| <input type="checkbox"/> | TEST APPLICANT | 12 m 0 |

Rectangular Snip

- In My CV, fill up all your Professional Experience and Education Details by clicking on Add Row
PLEASE COMPLETE YOUR "MY CV" IN ALL ASPECTS IN ORDER TO BE ELIGIBLE FOR FURTHER PROCESS

TEST APPLICANT Settings

menu Save

No Data

Add Row

EDUCATION

| <input type="checkbox"/> | Degree Level | Degree Name | Starting date | Completion date | Institute |
|--------------------------|--------------|-------------|---------------|-----------------|-----------|
| <input type="checkbox"/> | 1 | | | | |

Add Row

PROFESSIONAL EXPERIENCE

| <input type="checkbox"/> | Job Position | Organization | Address | From Date | To Date |
|--------------------------|--------------|--------------|---------|-----------|---------|
| No Data | | | | | |

Add Row

Activate Windows
Go to Settings to activate Windows

- DONOT forget to click on **SAVE** button available at the top right corner of your screen after making any changes to your profile
- Go to Current job openings and apply for the job that best suits you.**

Thank you for your Interest in MicroMerger (Pvt.) Ltd.