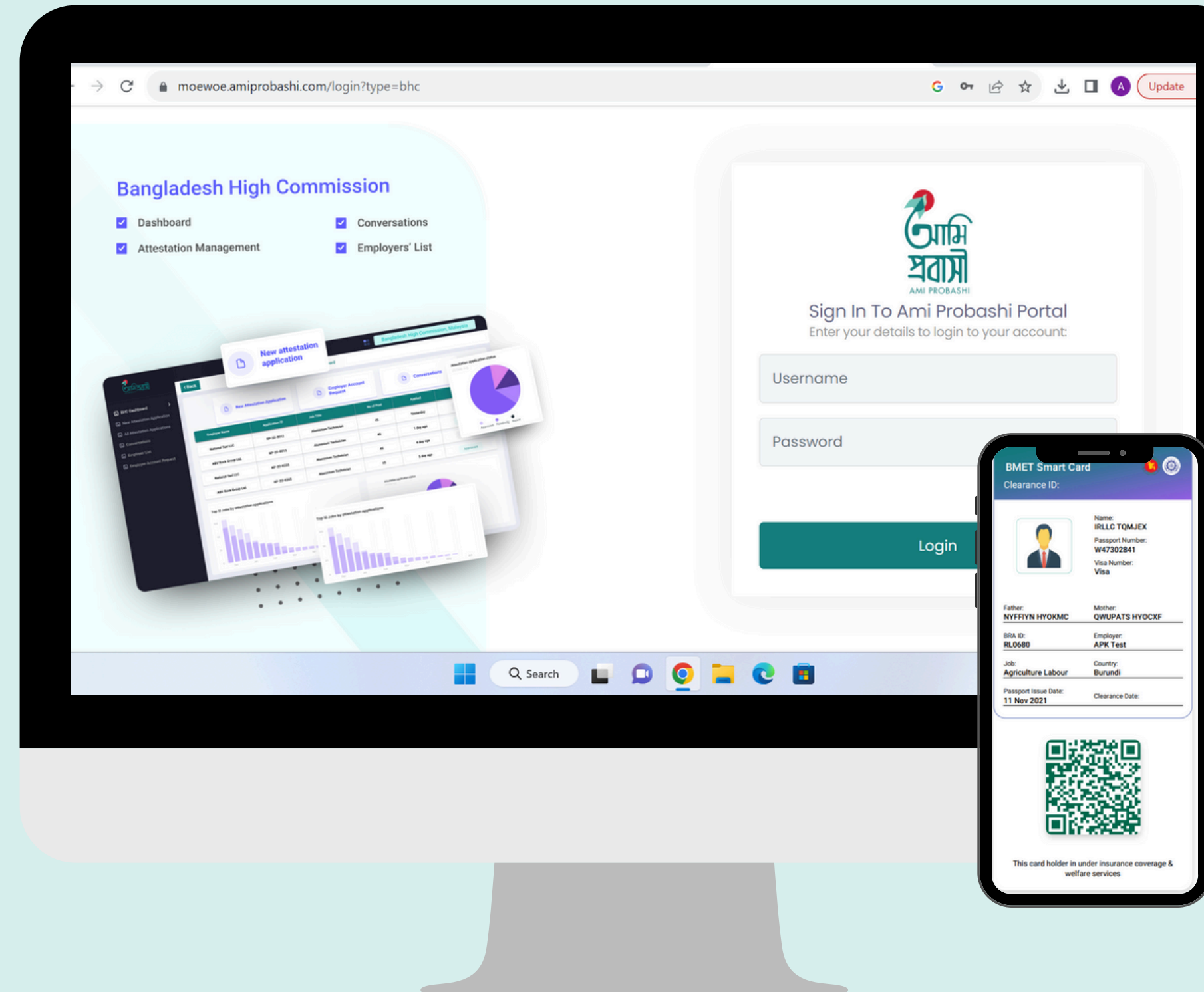




AMI PROBASHI RECRUITMENT MANAGEMENT SYSTEMS (A-RMS)

USER MANUAL FOR RECRUITMENT AGENCIES



Welcome!

The Ami Probashi Recruitment management systems is a platform designed to assist recruitment agencies in sending skilled labour abroad. The platform aims to cut migration costs and avoid the arduous application process.

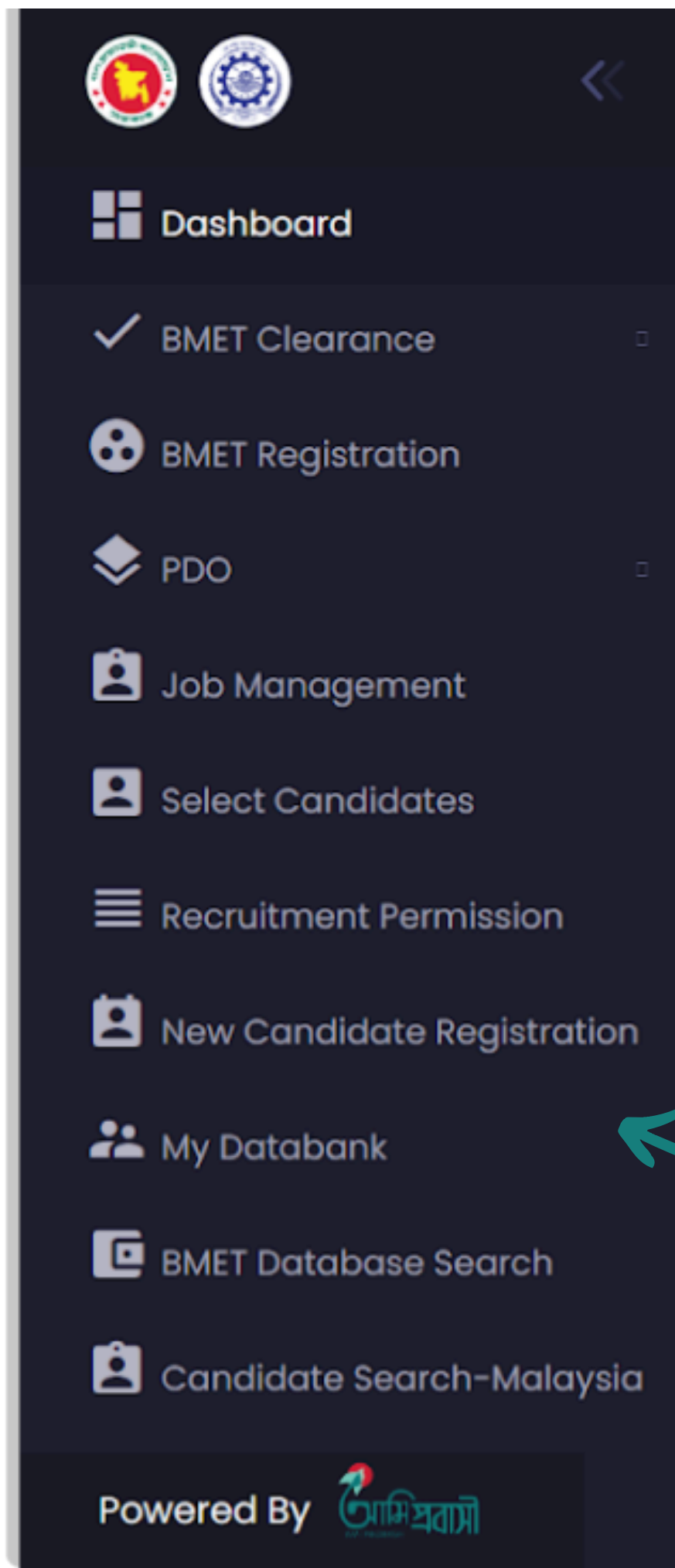
The platform boasts our :

- Vast pool of 4 million + migrants
- Extensively filterable database and talent pool
- Elaborate selection of skilled workers
- Ease of onboarding
- Houses all your needs in one place
- Interlinkage between all pages

As a result you can:

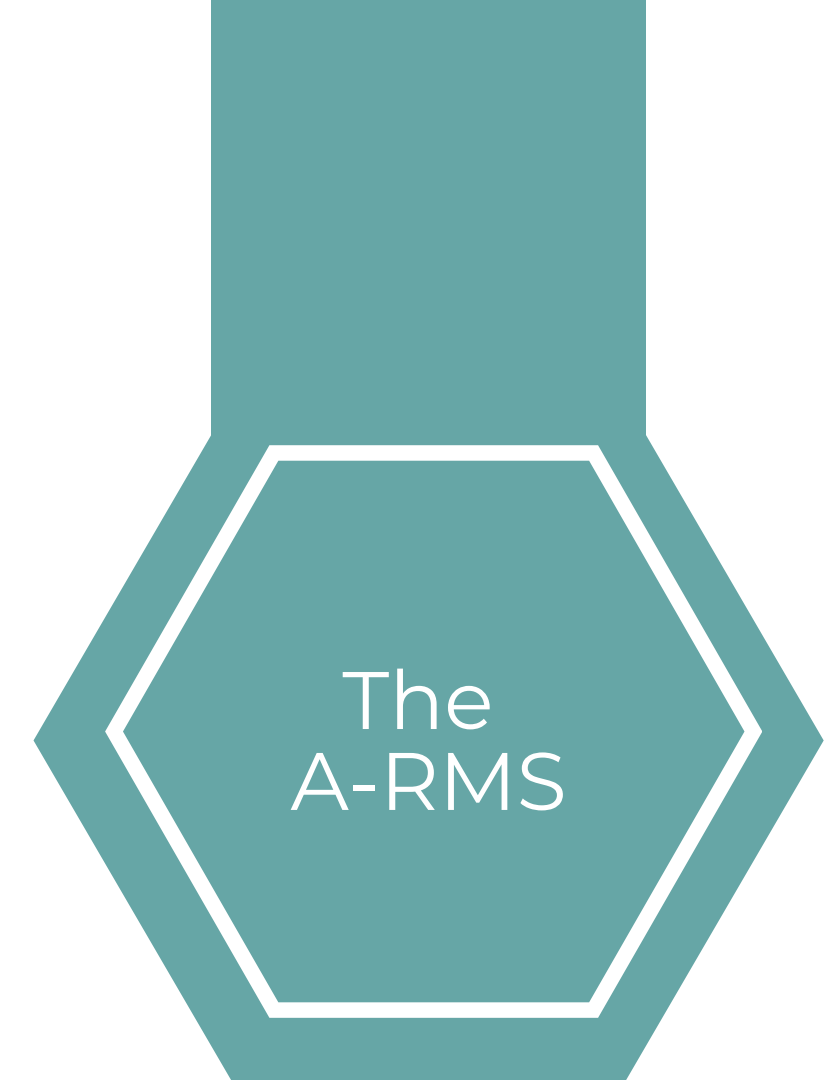
- Lower migration costs
- Directly communicate with migrants
- Enjoy visibility and accountability
- Access foreign employers from new source countries
- Ensure migrant wellbeing



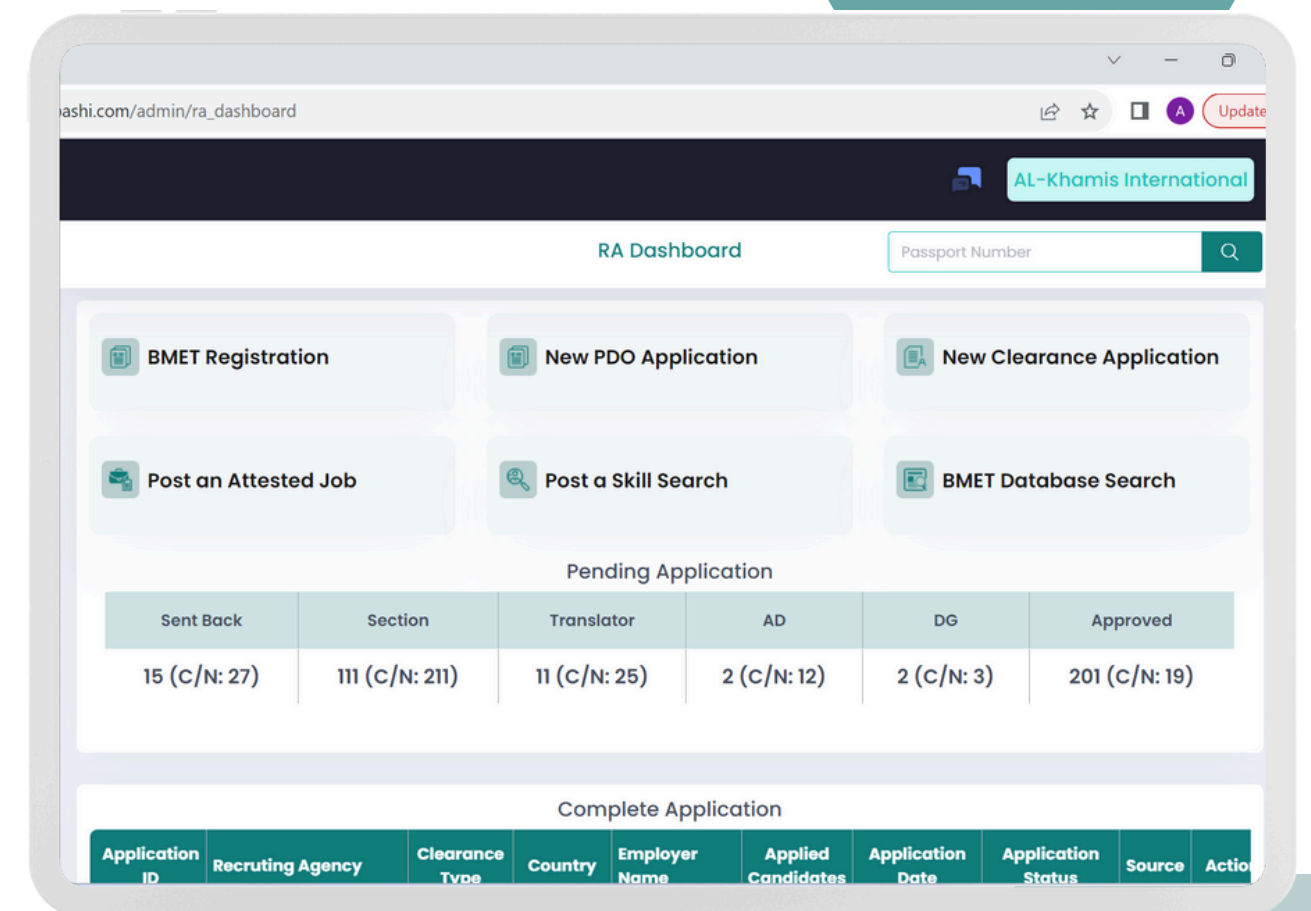


The Ami Probashi Recruitment Management System

- Dashboard
- Job Mangement
- BMET Clearance and Registration
- Select Candidates and Registration
- PDO
- Recruitment Permission
- My databank
- BMET datatbase search



The left hand panel has everything you need, written. From here you can manage your job posts, database, register candidates for BMET clearance, search the BMET databank, select candidates and more.



Dashboard: Landing page

The dashboard houses all your needs. There are quick links for new PDO application, new clearance application, post an attested job, post a skill search and searching the BMET database.

Abdur Razib-RL1779

RA Dashboard

Passport Number

Complete Application

Application ID	Recruting Agency	Clearance Type	Country	Employer Name	Applied Candidates	Application Date	Application Status	Source	Action
SA-006008	Thanex International Limited(RL1779)	Group	Malaysia	SHESHAN RESOURCES SDN.BHD.	4	a day ago	Approved	RA	⌵
SA-005846	Thanex International Limited(RL1779)	Group	Malaysia	M-ONE CONSTRUCTION SDN. BHD.	20	2 days ago	Approved	RA	⌵
SA-005739	Thanex International Limited(RL1779)	Group	Malaysia	TERAJU JUARA SDN.BHD	13	3 days ago	Approved	RA	⌵
SA-005600	Thanex International Limited(RL1779)	Group	Malaysia	MIT MACHINERY SDN. BHD	71	4 days ago	Approved	RA	⌵
SA-005592	Thanex International Limited(RL1779)	Group	Malaysia	K B BUSINESS INTERNATIONAL SDN.BHD.	12	4 days ago	Approved	RA	⌵

View

Downlaod Top Sheet

Download All

There is a chat button on top to start conversations and directly contact your candidates

This table displays comprehensive information on application statuses, candidates and information on the employers

Clicking on these arrows opens a collapsible tab from where you can further access candidate names, application summary. This is shown on the next page.

Dashboard: Clearance Application View

If you click view, this page shows clearance applications. It has a list of candidate names, which links to their profiles

The note sheet details the information on the applied candidates starting from their passport number to their approval status.

Every row on this table has a link embedded in it to lead to the candidate profile. Suppose the candidate information is missing, you can click their names for more information

Clearance Application View

Note Sheet

Application Summary

Documents

Remarks

Approval

Malaysia

Group

Application ID: CL-2307009309

Application date: 30 Jul 2023

Employer name
MIT MACHINERY SDN. BHD

Foreign reference no
KSM/FWCMS/BWZ70000049/QA02/1

Date: 23 Jun 2023

Ministry reference no
49.00.0000.048.11.038.23-591

Date: 09 Jul 2023

BMET Reference No
MY-RL1779-2023-00076

Date: 10 Jul 2023


Name of Candidates	Passport No.	Job	PDO Certificate	Visa No.	BMET No.	Status	Action
AL AMIN MISHU	B00510867	Construction Worker(MIT MACHINERY SDN. BHD)	Malaysia-2140463	EVMG4T17433211IDP9004	CMM20230332118G	Approved	View Profile
		Construction Worker(MIT MACHINERY SDN. BHD)	Malaysia-				View Profile

Dashboard: Candidate Profile

This page is an example of a candidates information. It is comprehensive, and has been digitalized to avoid the hassle of paperwork.

Probashi


moewoe.amiprobashi.com/bmet-clearance/section-applications/9309/5600#




MD BILLAL
Mobile: 01930563743
Date of birth: May 07, 1984
Approved Gender: Male


Passport
Passport Number: B00391941
Issue date: Jun 26, 2022
Expiry date: Jun 25, 2032


PDO
PDO Certificate no: Malaysia-4807793
TTC Name: Bangladesh Institute of Marine Technology, Narayanganj


BMET Registration
Registration ID : NYM20238194186G
Biometric Status: 

Employment Info
Construction Worker
MIT MACHINERY SDN. BHD

 Visa Documents
View

 Medical Clearance


 Employment Contract

 Proof of bank account

Visa
Number: EVMG4T183932111TN1006
Issue date: Apr 07, 2023
Ref No:
< Previous candidate

Bank Account Info
Account holder:
Account No:
Bank Name:

Medical
Medical Center:
Status:
Next candidate

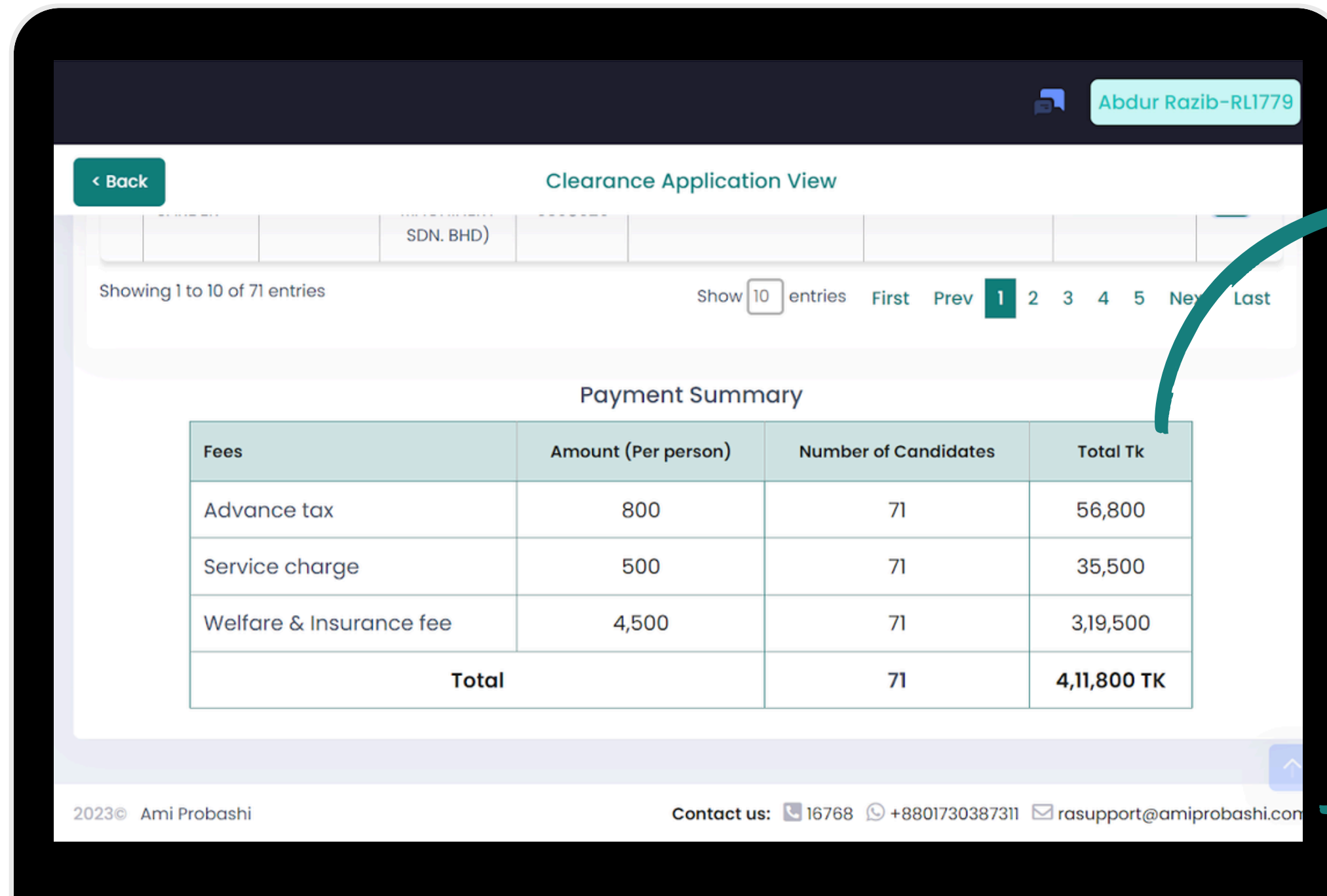
ed By  Construction Worker(MIT Malaysia-

This portion allows you to track your candidates progress with their application process

In this case, we can see that the candidates bank information and medical checks are missing. We can also view and double check documents that have been uploaded.

Dashboard : Clearance Application View :

The dashboard also has a payment summary table.



The screenshot displays the 'Clearance Application View' dashboard. At the top right, the user 'Abdur Razib-RL1779' is logged in. A '< Back' button is located at the top left. Below the header, there is a table with columns for 'SDN. BHD)' and other details. A pagination bar indicates 'Showing 1 to 10 of 71 entries' and includes links for 'First', 'Prev', '1', '2', '3', '4', '5', 'Next', and 'Last'. The main section is titled 'Payment Summary' and contains a table with the following data:

Fees	Amount (Per person)	Number of Candidates	Total Tk
Advance tax	800	71	56,800
Service charge	500	71	35,500
Welfare & Insurance fee	4,500	71	3,19,500
Total		71	4,11,800 TK

At the bottom of the dashboard, there is a footer with the text '2023© Ami Probashi' and contact information: 'Contact us: 16768 +8801730387311 rasupport@amiprobashi.com'.

The payment summary table breaks down the fees, taxes, and service charges to keep you ahead of the game. You can also see the efficiency cost wise when using the Ami Probshi Recruitment Managing System.

If you need additional support, a call center and email address is written below for your convenience

BMET Registration

BMET registration takes place when you already have a candidate who has approached you for a job abroad, and has asked you to complete their procedure on their behalf. The first step is to register them into the BMET database, and they can proceed with the rest of their migration journey.

The screenshot shows a web application for BMET Registration. At the top right, a user profile for 'Abdur Razib-RL1779' is visible. The main header includes a '< Back' button, the title 'BMET Registration', and an 'Exports' button. Below the header, there is a 'New BMET Registration' button. A search and filter section contains a 'Search' input field and a 'Filter by' dropdown menu. The main content area displays a table with candidate information. The table has columns for selection, full name, mobile number, passport number, registration status, verification status, payment status, and an action menu. Five candidates are listed, all with 'Completed' registration status, 'Verified' verification status, and 'Paid' payment status. The action menu for each row contains a dropdown arrow icon.

<input type="checkbox"/>	Full name	Mobile no	Passport no	Registration status	Verification status	Payment Status	Action
<input type="checkbox"/>	MD JAKIRUL ISLAM	01880132134	A07009935	Completed	Verified	Paid	⌵
<input type="checkbox"/>	Serajul Islam	01954037578	A06545261	Completed	Verified	Paid	⌵
<input type="checkbox"/>	SHAHADAT HOSSAIN	01300917228	EF0719919	Completed	Verified	Paid	⌵
<input type="checkbox"/>	AL AMIN MIAH	01742121738	A03079005	Completed	Verified	Paid	⌵
<input type="checkbox"/>	Md Samim Hasan	01968068906	A04722434	Completed	Verified	Paid	⌵
<input type="checkbox"/>	MD SHAKIL AHMED	01317016509	B00152307	Completed	Verified	Paid	⌵

Search and filter menus to save time!

Click to register new candidates

Complete table specifying registration, verification and payment status of your candidates

BMET Registration: New Candidates

Here is how you can register new candidates.

Abdur Razib-RL1779

< Back

New BMET Registration

Passport Info

Personal info

Contact info

Nominee info

Qualification

Verify & Pay

Upload your passport

Upload your passport

Allow file types: png, jpg, jpeg (Max size 2MB)

Passport no *

ENTER YOUR PASSPORT NUMBER

Mobile *

Enter your mobile number

Passport issue date *

Date

Month

Year

Full Name *

Enter your full name

Passport expiry date *

Gender *

1

Passport info

2

Personal info

3

Contact info

4

Nominee info

5

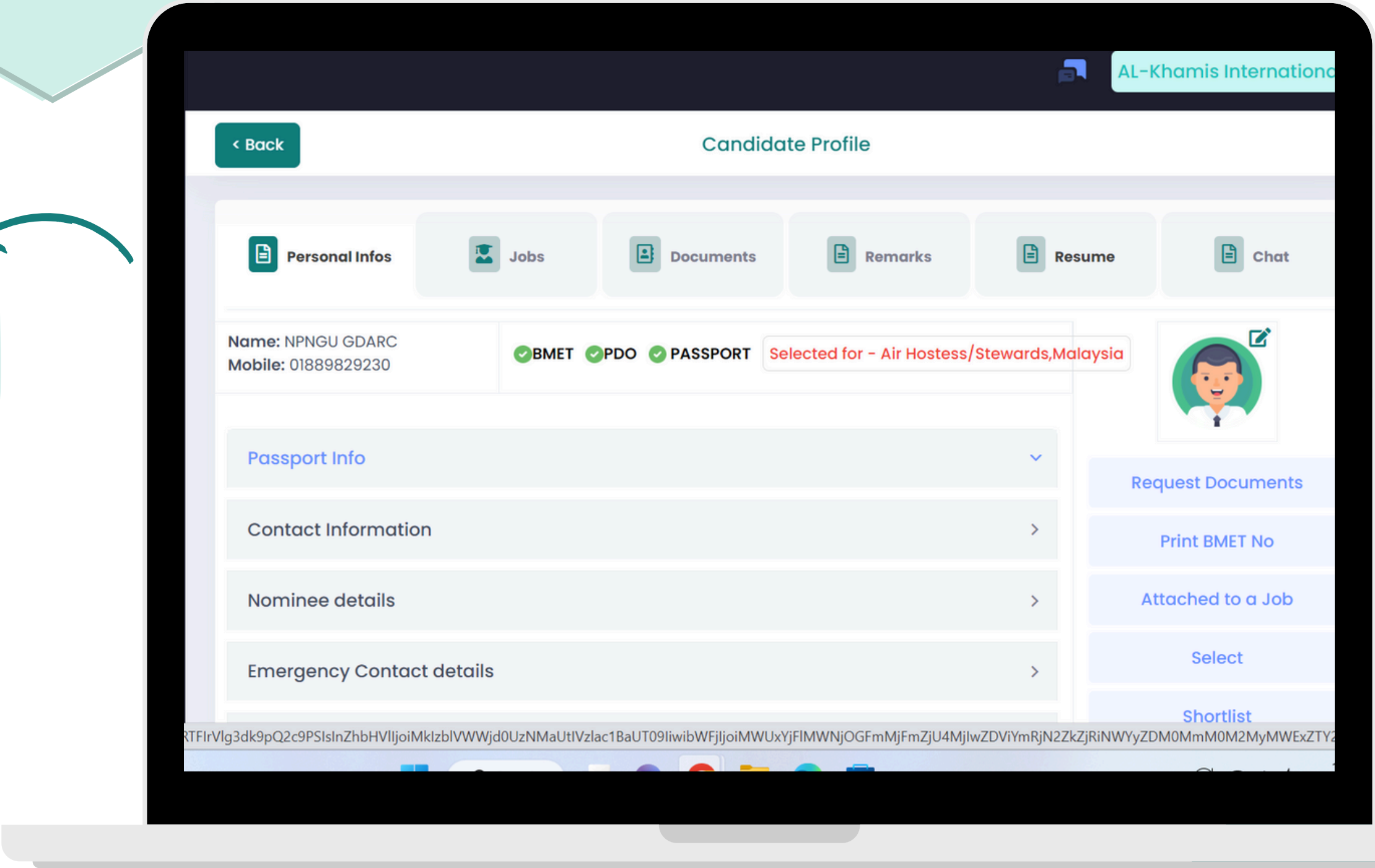
Qualifications

6

Verify and Pay

BMET Registration: Candidate Profile

Once you have created your candidates profile it will look like this



Pre-Departure Orientation:

Pre-Departure Orientation is for individuals who do not have higher education qualifications. This orientation training equips them with the necessary skills to complete their project abroad. PDO teaches the migrants how cultures, beliefs and values to ease their assimilation process. This can take a couple of days or a couple weeks depending on the country.

PDO Applicants List

+ New PDO Registration

Show 10 entries Search:

Name	Passport Number	TTC	Batch Number	Date Range	Status	Action
SAGOR HAAHAMAD	EK0652900	Not Selected			Pending	Complete Registration
MOHAMMAD ALI	A05989414	Not Selected			Pending	Complete Registration
Mohammed Sharifur Rahman	EB0915579	Sheikh Fazilatunessa Mujib Mohila Technical Training Center, Dhaka	pdo00300122312	2022-12-01 to 2022-12-04	Pending	Complete Registration

Assign your candidates to Technical Training Centers to finish their orientation

Click to start new PDO new candidates

Complete registration for existing candidates

Pre-Departure Orientation:

This is how to to enroll new candidates. This can only be done once they have been registered onto the BMET database.

Abdur Razib-RL1779

1 Personal Information

2 Batch Information

3 Payment Information

4 Upload Photo

5 Enrollment Card

Passport number*

Gender*

Select Gender

Name*

Religion*

Select Religion

Father's Name*

NID

Mother's Name*

Mobile Number*

Date of birth*

mm/dd/yyyy

Email

1

Passport info

2

Batch info

3

Payment info

4

Upload Photo

5

Enrollment Card

Job Management:

This is how tab allows you to post attested jobs, and look for candidates that fit the role.

Salaries,
Jobs,
and employer names
listed

Job Management

< Back

Filter by

Filter by

Post a Job

Post a Skill Search

Search:

Job title	No of post	Salary	Employer & Job location	Foreign Ref. No.	Application date	Status
Factory Worker	15	1500MYR / Month	INDUSTRI INKKOPLAS SDN.BHD. JOHOR, Malaysia	KSM/FWCMS/BWO30000074/QA01/1	31 Jul 2023	Approved
Factory Worker	4	1500MYR / Month	INTERNATIONAL BRASS INDUSTRIES SDN.BHD. JOHOR, Malaysia	KSM/FWCMS/YX880000230/QA09/1	31 Jul 2023	Approved
Construction Worker	10	1500MYR / Month	CSEM SRI MERU SDN.BHD. JOHOR, Malaysia	KSM/FWCMS/BWU00000139/QA03/1	31 Jul 2023	Approved
Factory Worker	13	1500MYR / Month	BOWLMAN FURNITURE SDN.BHD. JOHOR, Malaysia	KSM/FWCMS/YTF50000043/QA02/1	31 Jul 2023	Approved

2:33 P
8/3/20

Click this to search for
candidates that fit your
attested job, or post a job
so candidates can find
you

Learn how to
filter in slide 2

Job Management:

AL-Khamis International

< Back Post a jobs

Job information

Salary and benefits

Documents upload

General requirements

* Category

Select a job category

Industry/Sector

Select Industry/Sector

* No of the post / Quantity:

Please enter number of post

* Employer Name

Please enter employer nan

* Country

Select a country

* City

Please enter city name

Bmet Reference No

Please enter bmet referenc

Foreign Reference No

Please enter foreign refere

Foreign Reference Date

Ministry Reference No

Please enter ministry refere

Ministry Reference Date

* Skill type

General

* Gender type

Both

Age range

18

30

* Description (English)

* Description (Bangla)



Post a job search

- job information
- salary and benefits
- documents upload
- general requirements

You can include a description in both English and Bangla to increase accessibility

AL-Khamis International

< Back Post a skill search

Job category *

Select job category

No of the post / Quantity

Please enter number of post

Description (English) *

Description (Bangla) *

Job country

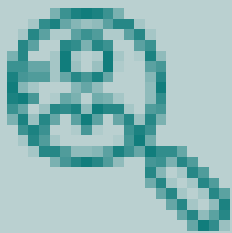
Select a country

Job city

Please enter city name

Submit

Cancel



Post a skill search

Search via job category and country to find you ideal fit.

You can include a description in both English and Bangla to increase accessibility

BMET Clearance: new application

New BMET Clearance Application

Please Select a country

Select clearance type

Select clearance type

One-stop

Individual (2-24)

Group

to create new BMET clearance application select country and clearance type

Click the drop down button to view the drafted clearance applications

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New BMET clearance (individual 2-24)

Back

Job Details Application Documents Candidates Summary Payment

Clearance Type: Individual (2-24) Country: Malaysia Application id: CL-2308002827 Application Date: 16 Aug 2023

+ Add job

Edit X

Air Hostess/Stewards amiprobashi

No of Post : 5
Skill type : Professional
Gender type : Others
Age range : 20 - 65

Salary : 15000 SGD Month
Benefits : Accommodation, Medical
Tenure : 1 Year

BMET Clearance: new application

If you have already made job posted, the software will autofill the details

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< Back

New BMET clearance

Clearance Type

One-stop

Country

Oman

Application Id

CL-2308002830

Application Date

17 Aug 2023

+ Pull from posted jobs

Employer Details:

Employer Name *

Please enter a employer nan

City

Please enter a city name

Employer Address

Please enter a employer address

Job Details

Visa Attestation Type *

Category *

Select a job category

Working hour / per day

hours per day

Working days

Days

Week

Skill type *

Select skill type

No. of post (as per demand letter) *

Please enter number of post

amount *

Salary Am

Currency Type *

select cur

Salary per *

Please select

Posted Job

Search

Search...

Filter by

Filter by

	Job	Country	Job Type	Employer	No. of Post	Posted Date
<input type="checkbox"/>	Construction Worker	Oman	Attested	ASDF Ltd	4	11 Jul 2023
<input type="checkbox"/>	Agriculture Worker	Oman	Attested	SC Rescomt SRL	25	19 Mar 2023
<input type="checkbox"/>	Loading Unloading labour	Oman	Non Attested	.jhGAs iuagefyg	6	12 Mar 2023

Showing 1 to 3 of 3 entries

Show 10 entries

First

Prev

1

Next

Last

Add jobs

Information required to start new BMET clearance

< Back

New BMET clearance

Other benefits provided by employer

☐ Accommodation

☐ Visa

☐ Kitchen/Food facility benefits

☐ Plane fare one way

☐ Others

☐ Medical benefits

☐ Insurance premium

☐ Transportation

☐ Plane fare two way

Documents:

JPG

Job Proof

Upload

JPG

Employment Contract

Upload

JPG

Mail From BHC

Upload

+ Add more document

Save & Next

BMET Clearance: Ongoing Application

Once you have started an application for your candidate, their progress with clearance will be displayed in this table along with everyone else. You can easily search and filter if you are looking for a specific clearance type or employer.

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< Back

RA Ongoing Application

Search

Search...

Filter by

Filter by

Application ID	Clearance Type	Country	Users Type and Names	No. of Jobs	Employer Name	Applied Candidates	Application Status	Date Applied	Action
SA-002123	Individual	Saudi Arabia	Web - AL-Khamis International	1	amiprobashi	1	Sent to Section	19 hours ago	⌵
SA-002122	Individual	Malaysia	Web - AL-Khamis International	1	amiprobashi	7	Sent to AD	19 hours ago	⌵
SA-002121	Individual	Saudi Arabia	Web - AL-Khamis International	1	amiprobashi	5	Sent to AD	19 hours ago	⌵
SA-002117	One-stop	Burundi	Web - AL-Khamis International	1	APK Test	1	Approved	a day ago	⌵

This table lists clearance types, the employer name and the application status

If you click the drop down button, it allows you to view the candidate profile in detail and access the tax and service charge invoices

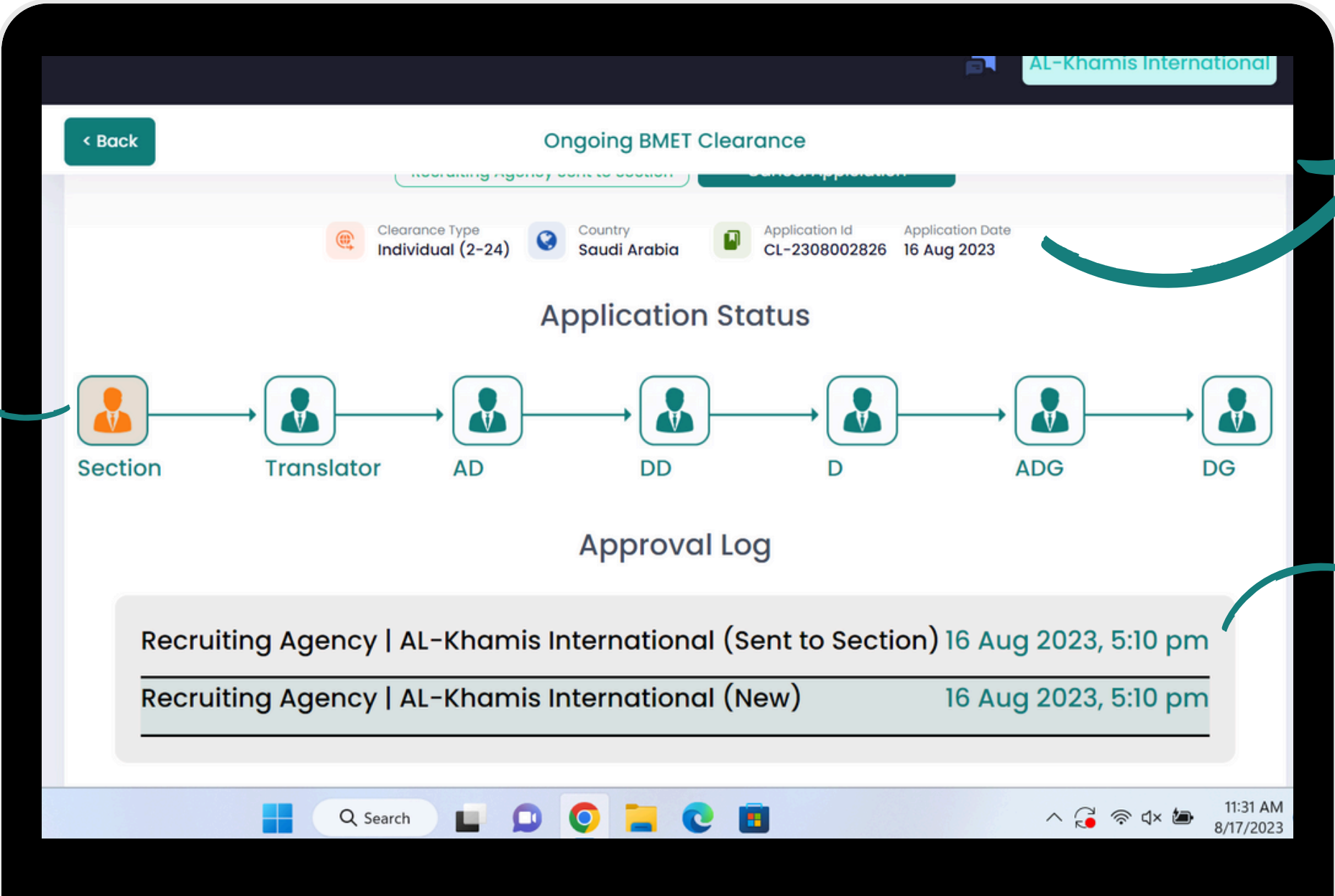
BMET Clearance: Ongoing Applicant's profile

This page is an extension of the last, and is what you see when you click view. In this example, it is a individual clearance to Saudi Arabia. It allows you to track their application status.

Timeline on candidates application status, it will turn orange to indicate your applicants progress at a glance

Key information about the candidate at a quick glance

Approval log dated with time to keep a track of the process



BMET Clearance: Download BMET Smart Cards

Once your candidate has gotten their BMET clearance, you can download their smart card. The BMET smart card is what you will give to your candidates, it had all of their biometric information embedded in the QR code to avoid long line hassles at the emigration desk.

Download BMET Clearance

Search

Search...

Filter by

Filter by

Application ID	Clearance Type	Foreign Ref. No.	Country	Total Approved Candidates	Applied Date	Source	Action
CL-2308002818	One-stop		Burundi	1	a day ago	Online	View Download All
GC-2023-0680-10021	Group	MY-RL0680-2023-0002500	Malaysia	50	23 days ago		
CL-2308002762	Group	FRN6456	Malaysia	1	8 days ago		
CL-2308002757	Individual		Saudi Arabia	5	8 days ago		
CL-2308002619	Individual		Burundi	2	15 days ago		
CL-2307002487	Individual		Saudi Arabia	2	17 days ago	Online	View Download All

Clicking view will lead to this landing page, where you have more detail about your client , and can download their smart card for them

Download All Cards

Name	Passport No.	Registration ID.	Job	Applied Date	Clearance Date	Action
<input checked="" type="checkbox"/> IRLLC TQMJEX	W47302841	BMET47302841	Agriculture Labour	16 Aug 2		View Download Card Download Card(small) Add Flight

Showing 1 to 1 of 1 entries

BMET Smart Card

Clearance ID:

Name:

IRLLC TQMJEX

Passport Number:

W47302841

Visa Number:

Visa

Father:

NYFFIYN HYOKMC

Mother:

QWUPATS HYOCXF

BRA ID:

RL0680

Employer:

APK Test

Job:

Agriculture Labour

Country:

Burundi

Passport Issue Date:

11 Nov 2021

Clearance Date:

This card holder in under insurance coverage & welfare services

This is the BMET smart card. Your candidates can download this onto their smart phones and has all necessary information.

BMET Clearance: Returned Applications

This tab is for returned applications. They are all listed here, and are all embedded links you can press to make your process easier .

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< Back

Returned Applications

Search

Search...

Filter by

Filter by

SubApplication ID	Country	Clearance Type	Employer Name	Candidates Applied	Date Applied	Date sent back	Action
SA-002077	Malaysia	Group	SDFGBHNM	1	09 Aug 2023	09 Aug 2023	⌵
SA-001796	Saudi Arabia	Individual	Q@#EE	2	12 Jul 2023	12 Jul 2023	⌵
SA-001626	Saudi Arabia	Individual	"K" (K)	1	11 Jun 2023	11 Jun 2023	⌵
SA-001618	Saudi Arabia	Individual	SDFGHJ	3	10 Jun 2023	10 Jun 2023	⌵
SA-001606	Saudi Arabia	One-stop	AP	1	08 Jun 2023	11 Jun 2023	⌵
SA-001567	Saudi Arabia	Group	SDFRGTHYJUSDFGH	3	04 Jun 2023	04 Jun 2023	⌵
SA-001537	Malaysia	Individual	DSEGTH.IIK	8	31 May 2023	31 May 2023	⌵

Click the drop down arrows to view details on the returned applications.

BMET Clearance: Viewing Returned Applications

This tab is for returned applications. They are all listed here, and are all embedded links you can press to make your process easier .



Clicking on the documents tab will lead to this page where you can view and upload documents at ease

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< Back

Returned Applications

Job	No of post (as per demand letter)	Previous No. Of Applicants	Current No. Of Applicants	Total Applicants (under demand letter)	Remaining quota
Factory Worker	30	8	1	9	21
Total	30	8	1	9	21

Total PDO certificate holder: 1

Returnee: 0

RA is submitting 1 candidates

RA has previously paid for 0 unsuccessful candidates

Now RA is only paying for 1 candidates

Payment Summary

Invoice

Challan

This shows a summary of the returned application
You can find more information under note sheet.



AL-Khamis International

< Back

Returned Applications

Recruiting License

View

Upload

PDF

Permission letter from MOEWOE

Upload

PDF

Permission letter from BMET

Upload

PDF

Attested Demand letter from BHC

Upload

PDF

Attested power of attorney from BHC

Upload

PDF

Work agreement

Upload

PDF

Employment Contract

Upload

PDF

Stamp from RA/Agent

Upload

PDF

My databank

This tab is your data bank curated for you with all the names of your candidates, their BMET numbers and passport numbers. You can treat this database as a talent pool to search for eligible candidates.

AL-Khamis International

< Back

My Databank

Exports

Search

Filter by

Full Name	Age	BMET No	Passport	Mobile No	Source	Action
FVGSO JGMIG	29 years	MUM35432078212G	A64620683	01864620683		
BAENE IPYMN	29 years	MUM66018322472G	A88502089	01888502089		
NDSNJ JNMSQ	29 years	MUM69708782786G	A57800259	01857800259		
WQXAQ FWJAA	29 years	MUM38499746735G	A58899379	01858899379		
QXGKS CCATX	29 years	MUM23178643662G	A80158571	01880158571		
HGGOO QWMFD	29 years	MUM95147134764G	A30448872	01830448872		
NPNGU LGDARC	29 years	MUM40256191685G	A89829230	01889829230		

View

Attached to a Job

Print BMET No

Assign Job

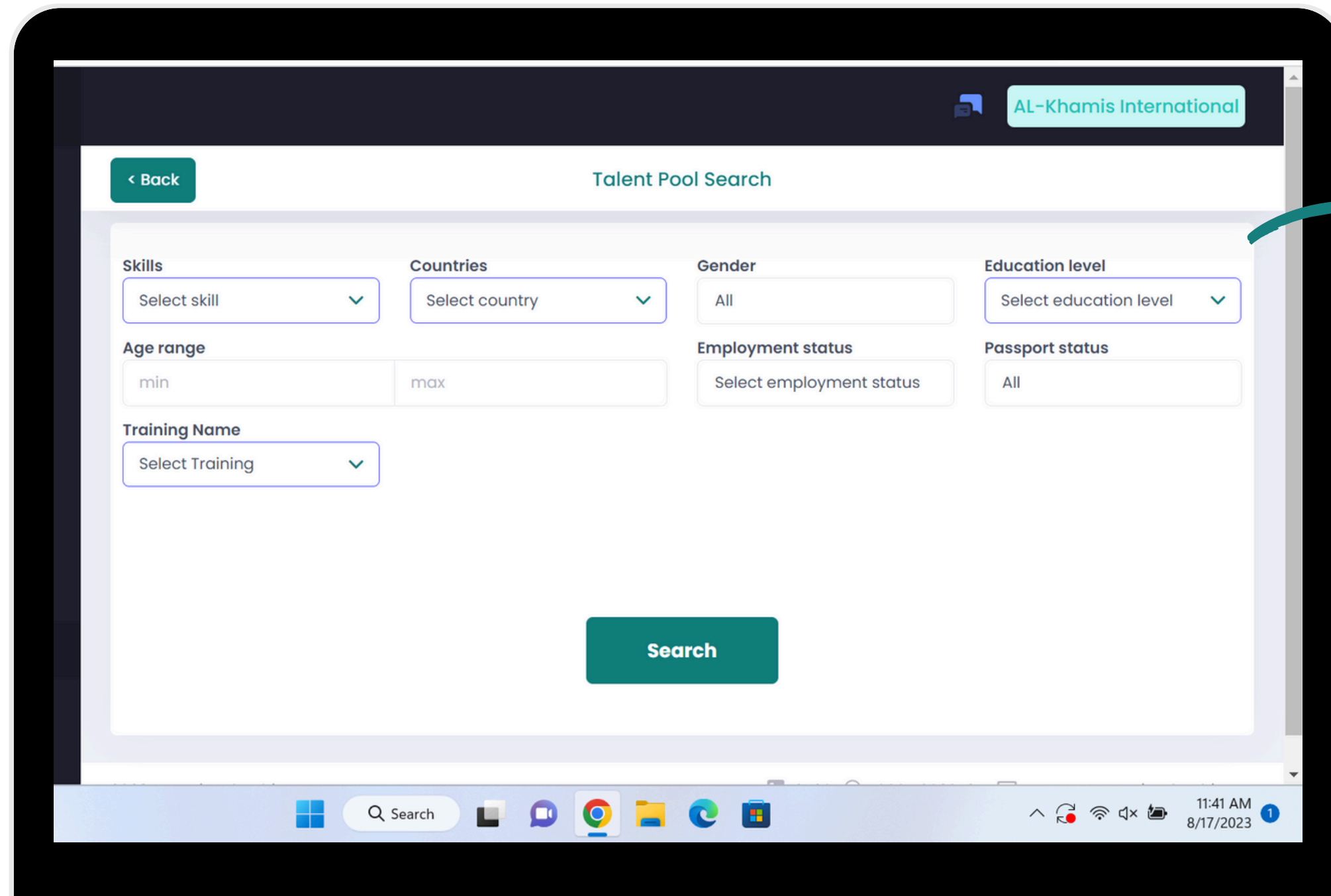
Select your data

Loading/unloading labour	Saudi Arabia	Jul 17, 2023	amiprobashi
Aluminium Technician	Saudi Arabia	Jul 17, 2023	Amiprobashi
Air Hostess/Stewards	Saudi Arabia	Jul 17, 2023	Amiprobashi
Agriculture Labour	Saudi Arabia	Jul 17, 2023	amiprobashi

When you click the drop down button it leads to a menu box where you can choose a job to assign

Talent Pool Search

If you have acquired an attested job, but do not have the right candidates you can search the talent pool to find someone who will fit the role.



The screenshot shows a web application titled "Talent Pool Search" on a laptop screen. The interface includes a "Back" button in the top left. The main content area contains several filter categories, each with a dropdown or input field: "Skills" (Select skill), "Countries" (Select country), "Gender" (All), "Education level" (Select education level), "Age range" (min/max), "Employment status" (Select employment status), "Passport status" (All), and "Training Name" (Select Training). A large green "Search" button is centered at the bottom of the filter section. The laptop's Windows taskbar is visible at the bottom of the screen, showing the Start button, Search bar, and various application icons. The system clock in the bottom right corner indicates 11:41 AM on 8/17/2023.

You can search based on skill, education level, country and more. The software will search the system for eligible candidates and present their details to you.