

Module 1 – Admin Panel

Overview

The Admin Panel serves as the central control system for the Job Portal with Resume Analyzer. It enables administrators to manage users, job postings, security, analytics, and system-level configurations. This module is designed to maintain platform integrity and ensure smooth operation across all components.

Key Responsibilities

- User management including verification, suspension, and monitoring.
- Managing and approving recruiter job postings.
- Ensuring the system's data consistency and performance.
- Reviewing analytics related to user activity, job postings, and traffic.
- Handling complaints, misuse reports, and platform violations.

Features

1. Dashboard Overview – Presents graphs, charts, and platform statistics.
2. User Management – Admins can edit, delete, block, or verify users.
3. Job Posting Moderation – Approve, reject, or edit job postings.
4. System Logs – Track critical events and user actions.
5. Security Tools – IP monitoring, two-factor resets, and permission controls.

Workflow

1. User registers → Admin verifies credentials → User gains portal access.
2. Recruiter posts a job → Admin reviews → Approves or rejects.
3. System events logged → Admin monitors through analytics dashboard.

