A Project on

Manpower Recruiting Management System (MRMS)

Intial Documentation

Course : Enterprise System Analysis and Design Using C#

Batch : CS/PNTL-A/51/01

January 10, 2023

Submitted By	Submitted To
1. **Abdul Ahad (Project Manager)** ID : 1268150	**Syed Zahidul Hassan** Consultant
2. **Md. Shaon Khalifa** ID : 1269818	**IsDB-BISEW IT Scholarship Programme** Show & Tell Consulting Ltd
3. **Rakibul Hasib** ID : 1269816	
4. **Md Faruk Hossain** ID : 1269216	
5. **Md. Atiqur Rahman** ID : 1270028	
6. **Md. Alamin** ID : 1269771	
7. **Afsana Sarkar** ID : 1269447	

Introduction

Manpower Recruiting Management System (MRMS) is a type of software system that helps manpower recruiting organizations to automate and manage core business processes for optimal performance. MRMS is use to describe when human resources records, processes and reporting become electronic through the use of software.

The main task of such companies is to provide human capital to businesses based on their requirements. A manpower supply company like ABC acts as a bridge between workers and business organizations. It is focused on assisting employers as well as employees. By hiring an efficient manpower supply agency like ABC company or business. MRMS helps the organization to reduce their excess workload.

Project Objectives

- ➢ Gathering all the information of client and agent
- ➢ Streamlined processes (Improve organization's efficiency)
- ➢ Storing client documents for ease of tracking and reporting
- ➢ Visualize all the activities of organization
- ➢ Ensuring that work or process will not be redundent
- ➢ Notifying staff for upcoming activities
- ➢ Notifying all clients for current status of visa processing
- ➢ Ensure every process should fulfill the requirements

Working Process of Organization

Selection

After getting interview from the candidates we select the skilled person

Medical

After getting interview from the candidates we select the skilled person

Submit to embassy

Selected candidates papers has to submit to embassy for getting Visa

Receive Visa

The certain embassy check & verify the all documents of candidates. If all papers are proved ok then they give Visa

Training & Finger

After receiving visa from the embassy, we call to candidates to attend the job oriented training session & also finger print.

Submit to Manpower

All visa information we send to man power authority in Bangladesh Government

Ticket Booking

After completing all steps we apply certain airlines ticket for succeed candidate

All scenario to create this application

Authentication/Authorization Section

- **Register:** Register page for admin/employee/client(optional).

- **Login:** Login page for admin/employee/client(optional).

- **User Role:** System can allow some staff some privilege and some others different set of privileges.

Employee Section

- **Employee Entry**

- **Employee List**

- **Authorization depends on employee roles.**

Dashboard Section

- **Medical Expiring**

- **Visa Expiring**

- **Upcoming Flight**

- **Calling Issuing Date**

- **Medical status check**

- **Medical Report Check**

- **Training Check**

- **e-Visa Check**

- **Manpower Check**

- **Visa Expiry Check**

Demand Section

- **Demand Entry:** When receive a vacancy from a company or syndicate employee will place a new demand into MRMS.

- **Demand Details:** All the demand will show as per company policy.

- **Storing demand letter and all documents**

- **Demand Searching:** Searching by Country & Searching by job category & Searching by Company.

- **Demand Status:** Under process, completed or cancelled

Agent Section

- **Agent Entry:** Recruiting agency are the agents (who bring clients to the company)

- **Agent Delete:** When an agent is not suitable for company employee will delete from agent list.

- **Agent List:** When an employee listed an agent that will show in the agent list page.

- **Searching:** Agent Searching criteria (Name, Cell Phone, Location etc.)

- **Client Searching under agent:** Passport, Date Range, Status etc.

Client Section

- **Client Entry:** When an applicant applies to the company, all his information is entered to this system by employee.

- **Client Status:** Current status of client.

- **Document Collection:** System will store document files and keeps track.

- **Client Modify:** Update client information.

- **Searching:** Search by passport, district & name etc.

- **Report:** Generating report of clients.

- **PDF Profile:** The system allows to generate the pdf profile of the applicant.

Application Section (by country)

- **Application:** When an application is done by syndicate/company for a client, employee will enter all the Information into the system.

- **Possible Documents to store :**
  a) Application Slip

  b) Syndicate Name

  c) Application Date etc.

Medical Section

- **Medical Service Provider:** Listing medical service provider name as per country policy.

- **Medical records:** Tracking medical records, Storing Medical Slip. Agent informing for medical slip, medical expiry monitoring etc.

- **Medical Status:** Showing all current medical status.

Transfer

- Issue allocating agency name, transferring date.
- Store copy of Transferred Documents and track.
- Entry transfer acceptance slip and store in system.

Calling

- Contact Malaysian Company or Representative
- Sending Client List for calling
- Storing Calling Paper
- Calling Group (Optional)

Forwarding

- Fowarding application for Training
- Calling Paper, Passport Copy, Forwading for Training
- Training & Fingering
- Store Training Certificate
- Monitor and entry BMET fingerprint status
- Collect Bank Document and store in system

VISA Section

- **VISA:** When applicant received VISA system allows us to enter the records of the VISA.
- **Status:** Monitor visa expiring.

Training Section

- **Training:** Checking training status by system.

- **Finger Print:** Checking fingerprint status by system.

Issues Section

- **Issues:** The system allows the company to record any issues reported by the application. (Government, client)

- **Resolve Issues:** When an issue arises it must be resolved then system will be updated by stuff.

Ticket Booking & Flight Section

- **Ticket:** When the flight ticket for the application is confirmed, it can be stored in the application.

- **Flight details:** Storing all flight information.

File Section

- **File tracking:** File location tracking

Report Section

- **Report:** System allows to create various report. (EXM: Flight wise Report, Client wise Report, Agency wise report)

Communication Section

- **SMS Service:** Communicate with client and agents.

- **Email Service:** Communicate with syndicate and foreign company.

Others Section

- **Rejected Clients:** All the rejected client will store in the system for inform.