**User Defined Codes**

**Employee Status:**

Existing

Resigned

Retired

On-Hold

Abscording

New Joinee

Pending

Not Joined

Terminated

Suspended

**Employment Type:**

Agent

Consultant

Contract

Full Time

Part Time

Permanent

Trainee

Limited Contract Employee

Unlimited Contract Employee

**Employee Class:**

Aspire

Bahraini

Bahraini without GOSI

Eastern

GCC

GOSI Excluded Bahraini

Western

NULL

**Visa Types**

Tourist Visa

Business Visa

Transit Visa

Visa on Arrival

Work Visa

Student Visa

Family Visa

Sel-Sponsor Visa

Investment Visa

Golden Residency Visa

**Qualification Types**

High School Diploma

Trade Certificate

Vacational Training Certificate

Certificate Programs

Diploma Programs

Associate Degree

Bachelor’s Degree

Post Graduate Diploma

Post Graduate Certificate

Master's Degree

Doctoral Degree

Chartered Professional Certificate

Others

**Qualification Mode**

Full Time

Part Time

**Streams**

Education

Arts & Humanities

Social Sciences, Journalism & Information

Business, Administration & Law

Natural Sciences, Mathematics & Statistics

Information & Communication Technologies (ICT)

Engineering, Manufacturing & Construction

Agriculture, Forestry, Fisheries & Veterinary

Health & Welfare

Services (hospitality, transport, personal services, etc.)

Others

**Specializations**

Science & Technology

Engineering

Medical & Health Sciences

Business & Commerce

Arts & Humanities

Law

Creative & Design

Others

**Languages**

English en

Mandarin Chinese zh

Hindi hi

Spanish es

French fr

Arabic ar

Bengali bn

Portuguese pt

Russian ru

Urdu ur

Indonesian id

German de

Japanese ja

Swahili sw

Marathi mr

Telugu te

Turkish tr

Tamil ta

Punjabi (Eastern & Western) pa

Vietnamese vi

**Document Types**

Resume / Curriculum Vitae

Cover Letter / Application Letter

Certificates & Transcripts

Identification Documents

Work Experience Documents

Portfolio / Work Samples

Police Clearance Certificate

Medical Certificate

Certificates of Skills

Recommendation Letters

Others

**Content Types**

Microsoft Word (.doc / .docx)

PowerPoint (.ppt / .pptx)

Excel (.xls / .xlsx)

PDF (.pdf)

Portfolio File (PDF, ZIP

Plain Text (.txt)

Image Files (JPEG, PNG, TIFF, etc.)

**Salary Types**

Basic Salary

Gross Salary

Net Salary

Cost-to-Company (CTC)

**Currency Types**

USD – United States Dollar

EUR – Euro

GBP – British Pound Sterling

BHD – Bahraini Dinar (one of the strongest currencies globally).

SAR – Saudi Riyal.

AED – UAE Dirham.

QAR – Qatari Riyal.

KWD – Kuwaiti Dinar (strongest currency in the world).

OMR – Omani Rial

INR – Indian Rupee (large global workforce, especially IT & outsourcing).

PKR – Pakistani Rupee (used in Pakistan and by expat workers abroad).

PHP – Philippine Peso (common for BPO/outsourcing jobs).

SGD – Singapore Dollar (finance, tech, and trade hub).

HKD – Hong Kong Dollar

**Role Types**

Employee

Manager

Executive

Trainee

Probationary

**1st Attendance Mode, 2nd Attendance Mode, 3rd Attendance Mode**

Biometric

Punch In/Out

Mobile

Digital ID