

Human Resource Management System

ADMIN SIGN IN

Your Email ID 

Example: abc@sonaliintellect.com

Your Password 

• • • • •



[Forgot Username, Password?](#) [Contact System Admin](#)

Sign In

- Dashboard
- My Profile
- Attendance
- Payroll
- Employees
- Taxes
- Provident Fund
- Recruitment
- Appraisal
- Communications
- Reports
- Settings

All Employees

+ Add New

ID	Name	Designation	Status	Dept	Experience	Actions
2010	Mamun Ur Rashid	Assistant Vice President	Active	R&D	2	Edit Delete
1066	Saim Bin Saim	Associate Business Analyst	Inactive	R&D	5	Edit Delete

Notifications

See all

- New office order Just now
- New office order 59 minutes ago
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- New office order 14 Jan 2025, 11:59 AM

Human Resource Management System

USER SIGN IN

Your Email ID 

Example: abc@sonaliintellect.com

Your Password 

• • • • •



[Forgot Username, Password?](#) [Contact System Admin](#)

Sign In

Human Resource Management System

FORGET PASSWORD

Your Email ID 

Example: abc@sonaliintellect.com

Submit

Human Resource Management System

UPDATE PASSWORD

New Password ⓘ

Confirm Password ⓘ

Update

Human Resource Management System


CHANGE PASSWORD

Old Password 

New Password 

Confirm Password 

Update

- Dashboard
- My Profile
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Leave Highlights

On Leave Today

5 [details](#)

On Leave Tomorrow

10 [details](#)

Pending Leave Application

345 [details](#)

Upcoming Holiday

26 Mar 25 [Wed](#)

Leave Taken



Leave by Type



Attendance Highlights

Present Today

5 [details](#)

Absent Today

10 [details](#)

Absent This Week

34 [4.50%](#)

Absent This Month

345 [9.60%](#)

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[See all](#)

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Employee Details

Official Details

Personal Details

Addresses

Work Experiences

Education

Training & Certifications

Other Info

Attachments

Employee ID*

Enter Employee ID

Employee Username*

Enter Employee Username

Employee Name*

Enter Employee Name

Designation*

-- Select --

Department*

-- Select --

Joining Date*

24 Mar 2025

Grade*

-- Select --

Reporting Manager*

-- Select --

Basic Salary*

Enter Amount

Role 1*

-- Select --

Role 2*

-- Select --

Is HR*

-- Select --

Save

Back

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Employee Details

- Official Details
- Personal Details
- Addresses
- Work Experiences
- Education
- Training & Certifications
- Other Info
- Attachments

Employee ID*

1061

Employee Username*

lilton.das

Employee Name*

Liton Kumar Das

Designation*

Senior Manager

Department*

Human Resource

Joining Date*

24 Mar 2025

Grade*

T-XXX

Reporting Manager*

S M Jahangir Akhter

Basic Salary*

XXXXXXXXXX

Role 1*

Manager

Role 2*

-- Select --

Is HR*

Yes

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Employee Details

Official Details	Personal Details	Addresses	Work Experiences	Education	Training & Certifications	Other Info	Attachments
------------------	------------------	-----------	------------------	-----------	---------------------------	------------	-------------

Employee Name*

Liton Kumar Das

Father's Name*

Enter Father's Name

Mother's Name*

Enter Mother's Name

Phone Number*

Enter Phone Number

Email ID*

Enter email ID

National ID*

Enter National ID

Date of Birth*

24 Mar 1981

Passport Number

Enter Passport Number

Blood Group*

-- Select --

Marital Status*

-- Select --

Spouse Name*

Enter Spouse Name

Spouse NID*

Enter Spouse NID

Emergency Contact Name*

Enter Emergency Contact Name

Relationship*

-- Select --

Emergency Contact Number*

Enter Emergency Phone Number

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Employee Details

Official Details

Personal Details

Addresses

Work Experiences

Education

Training & Certifications

Other Info

Attachments

Employee Name*

Liton Kumar Das

Father's Name*

Enter Father's Name

Mother's Name*

Enter Mother's Name

Phone Number*

Enter Phone Number

Email ID*

Enter email ID

National ID*

Enter National ID

Date of Birth*

24 Mar 1981

Passport Number

Enter Passport Number

Blood Group*

-- Select --

Marital Status*

-- Select --

Spouse Name*

Enter Spouse Name

Spouse NID*

Enter Spouse NID

Emergency Contact Name*

Enter Emergency Contact Name

Relationship*

-- Select --

Emergency Contact Number*

Enter Emergency Phone Number

Next

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Employee Details

- Official Details
- Personal Details
- Addresses
- Work Experiences
- Education
- Training & Certifications
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- Attachments

Present Address

House, Apartment*	Road/Block/Sector	City/Village
<input type="text" value="Enter details"/>	<input type="text" value="2"/>	<input type="text" value="Pallabi"/>
Police Station	District	Postal Code
<input type="text" value="Pallabi"/>	<input type="text" value="Dhaka"/>	<input type="text" value="1216"/>

Permanent Address

House, Apartment*	Road/Block/Sector	City/Village
<input type="text" value="Enter details"/>	<input type="text" value="2"/>	<input type="text" value="Pallabi"/>
Police Station	District	Postal Code
<input type="text" value="Pallabi"/>	<input type="text" value="Dhaka"/>	<input type="text" value="1216"/>

Next

Save

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Employee Details

Official Details	Personal Details	Addresses	Work Experience	Education	Training & Certifications	Other Info	Attachments
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Current Experience

Organization Name*	Designation*	Department/Division*
Sonali Intellect Limited	Senior Manager	Human Resource

Start Date*	End Date*
11 Jun 2023	NA

Job Responsibilities

Write the job context here

+ Add New Experience

Next	Save	Cancel
------	------	--------

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Official Details	Personal Details	Addresses	Work Experience	Education	Training & Certifications	Other Info	Attachments
------------------	------------------	-----------	-----------------	-----------	---------------------------	------------	-------------

Current Experience

Previous Experience 1

Organization Name*

Enter Organization Name

Designation*

Enter Designation

Department/Division*

Enter Department Name

Start Date*

DD - MM - YYYY

Start Date*

DD - MM - YYYY

Job Responsibilities

Write the job context here

+ Add New Experience

Next

Save

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Employee Details

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- Education
- Training & Certifications
- Other Info
- Attachments

Education 1

Degree*

-- Select --

Institution*

Enter Institution Name

Passing Year*

-- Select --

Specialization*

-- Select --

Result/Grade*

Enter Division or CGPA or Grade

Attach Certificate

Attach File (.pdf / .jpg / .png)

+ Add New Education

Next

Save

Cancel

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Employee Details

Official Details	Personal Details	Addresses	Work Experience	Education	Training & Certifications	Other Info	Attachments
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Training/Certifications 1

Title*	Institution*	Year*
<input type="text" value="Enter Training or Certification Name"/>	<input type="text" value="Enter Institution Name"/>	<div>-- Select --</div>
Type*	Credential ID or Reference ID	Attach Certificate
<div>-- Select --</div>	<input type="text" value="Enter ID/Reference/Tracking Number"/>	<div>Attach File (.pdf / .jpg / .png)</div>

+ Add New Training/Certification

Next

Save

Cancel

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Photo*

Attach File (.jpg / .png)

National ID*

Attach File (.pdf / .jpg / .png)

Passport

Attach File (.pdf / .jpg / .png)

Employee Agreement

Attach File (.pdf / .jpg / .png)

Next

Save

Cancel

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My Appraisal

Employee ID	Employee Name	Appraisal Period
1061	Liton Kumar Das	01 July 2024 - 30 June 2025
Designation	Department	Joining Date
Senior Manager	Human Resource	01 March 2013
Grade		
T-XXX		

Achievements/Goal Completion Maximum 1000 words

You are encouraged

Training & Development Plan Maximum 1000 words

What do you consider

What do you consider

What further training and/or experience do you feel would help your future performance and development?

☒ Soft Skills Training ☒ Business Training ☐ Technical Training Maximum 500 words

What do you consider

Submit Cancel

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Employee Appraisal Details

Employee ID

1061

Employee Name

Liton Kumar Das

Appraisal Period

01 July 2024 - 30 June 2025

Designation

Senior Manager

Department

Human Resource

Joining Date

01 March 2013

Grade

T-XXX

Employee

Reporting Manager

Human Resource

Head of Department

Chief Operating Officer

Chief Executive Officer

Achievements/Goal Completion

Maximum 1000 words

You are encouraged

Training & Development Plan

Maximum 1000 words

What do you consider

What do you consider

What further training and/or experience do you feel would help your future performance and development?

☒ Soft Skills Training

☒ Business Training

☐ Technical Training

Maximum 500 words

What do you consider

Next

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All Pending Appraisals

ID	Name	Designation	Status	Dept	Experience	Actions
2010	Mamun Ur Rashid	Assisiant Vice President	Completed	R&D	2	
1066	Saim Bin Salim	Associate Business Analyst	Pending	R&D	5	
2010	Mamun Ur Rashid	Assisiant Vice President	Completed	R&D	2	

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Employee Appraisal Details

Employee ID

1061

Employee Name

Liton Kumar Das

Appraisal Period

01 July 2024 - 30 June 2025

Designation

Senior Manager

Department

Human Resource

Joining Date

01 March 2013

Grade

T-XXX

Employee

Reporting Manager

Human Resource

Head of Department

Chief Operating Officer

Chief Executive Officer

Achievements/Goal Completion

Maximum 1000 words

Make any comment that you feel necessary to clarify or supplement the Achievements mentioned above, In addition set goals for next year.

Reporting managers remarks for Training and Development Plan:

Overall Assessment

How are you going to rate an employee's overall performance in terms of meeting or exceeding performance expectations? Select the option that best reflects the employee's level of performance over time

- ☒ Does not meet expectation ☐ Partially meets expectation ☐ Meets expectation
☐ Meets most expectation ☐ Exceeds Expectation

Maximum 1000 words

Provide comments to justify your rating. When crafting your comments, consider the following factors: consistent demonstrations of skills, competencies, and the results they have delivered for the organization.

How are you going to rate an employee's overall performance in terms of meeting or exceeding performance expectations? Select the option that best reflects the employee's level of performance over time

- ☒ **Low Potential** - improvement not expected, lack of ability and/or motivation.
☐ **Medium potential** - room for some advancement in terms of performance or expertise.
☐ **High potential** - performing well and ready for promotion immediately.

Maximum 1000 words

Remarks on your decision:

Submit

Cancel

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Employee Name

Liton Kumar Das

Appraisal Period

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Designation

Senior Manager

Department

Human Resource

Joining Date

01 March 2013

Grade

T-XXX

Employee

Reporting Manager

Human Resource

Head of Department

Chief Operating Officer

Chief Executive Officer

Remarks from Human Resource

Maximum 1000 words

Please validate this review and complement any necessary comment

Leave Details

Total Leave taken: 19

Casual

5

Sick

7

Sick

7

Attendance Details

Very Good=100-91%, Good=81-90%, Average=70-80%, Below Average=Less than 70%

On time

189

Delay

29

Early Exit

7

Submit

Cancel

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