



CANDIDATE USER GUIDE

www.mhd-hsd-melt.com



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How do I Sign Up?

You will need a valid, accessible and active **personal** email adresse

1. Go to our website - <https://mhd.hsd-melt.com>
2. Click on « Sign Up »



3. Click on the Candidate Tab

Create a Harvest Data account

200+ companies around the world are recruiting their skill resources from our CV bank. So connect with us by registering here.



www.mhd-hsd.com

4. Fill in the required information

All the fields with an asterisk * are mandatory

Candidate	Company
-----------	---------

Personal Information

First Name * <input type="text" value="RaissaBelle"/>	Last Name * <input type="text" value="Williams"/>
Date of Birth * <input type="text" value="04/06/2024"/>	Place of Birth * <input type="text" value="Buea"/>
Select Gender * : <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	

Contact Information

Address Line 1 * <input type="text" value="1 Bonapriso"/>	Address Line 2 <input type="text" value="Adress"/>
City * <input type="text" value="Douala"/>	Province/State * <input type="text" value="Littoral"/>
Country * <input type="text" value="Cameroon"/>	
Zip Code <input type="text" value="Zip Code"/>	Contact No. 1 * <input type="text" value="671100100"/>
	Contact No. 2 <input type="text"/>
Email Address * <input type="text" value="ebiateungomliya@gmail.com"/>	

5. Pay attention to the instructions for passwords and photo upload

The registration form is titled "Credential" and includes the following fields and instructions:

- User Name ***: A text input field containing "BeetRoot".
- User Photo**: A file selection button labeled "Choisir un fichier" with a file icon. Below it, the text reads "Supported image (max: 2mb): jpg, jpeg, png".
- Password ***: A text input field with masked characters (dots). Below it, the text reads "Use at least 8 to 12 characters".
- Confirm Password ***: A text input field with masked characters (dots).

Below the form is a section titled "Terms and Conditions" with a "view" button. At the bottom of the form is a blue "Register" button. Below the "Register" button, there is a red link: "Having difficulties? Send a screenshot to contact.harvestdata@hsd-melt.com" and a blue link: "Do you already have an account? [Login](#)".

The login page features a green notification box at the top with the text: "You are registered. To activate you account please check your mail inbox/spam box and active your account. Thank you". Below the notification are the following elements:

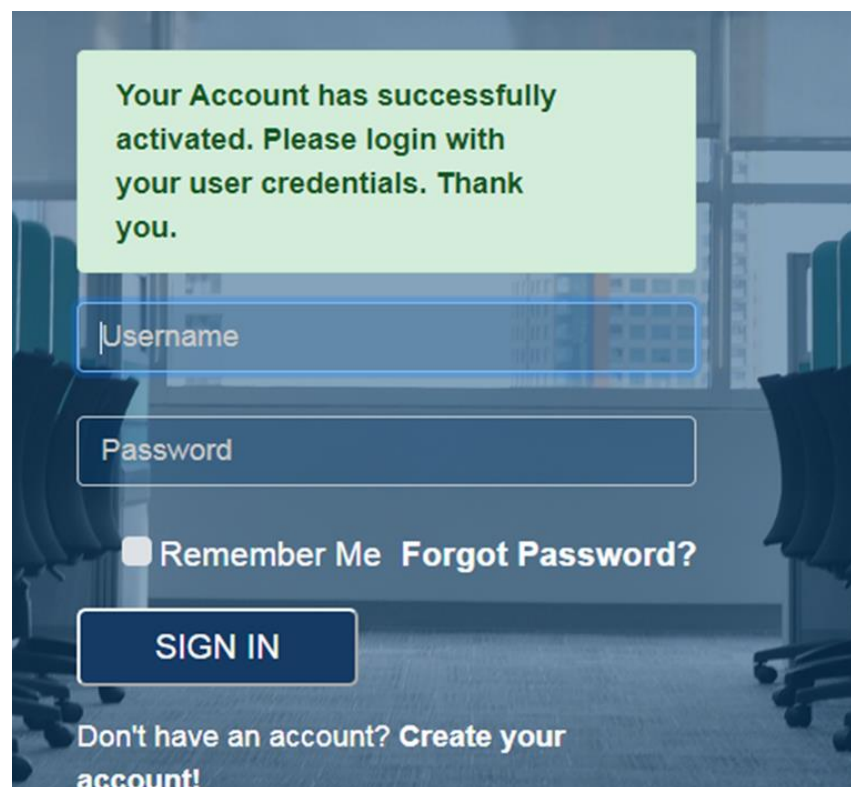
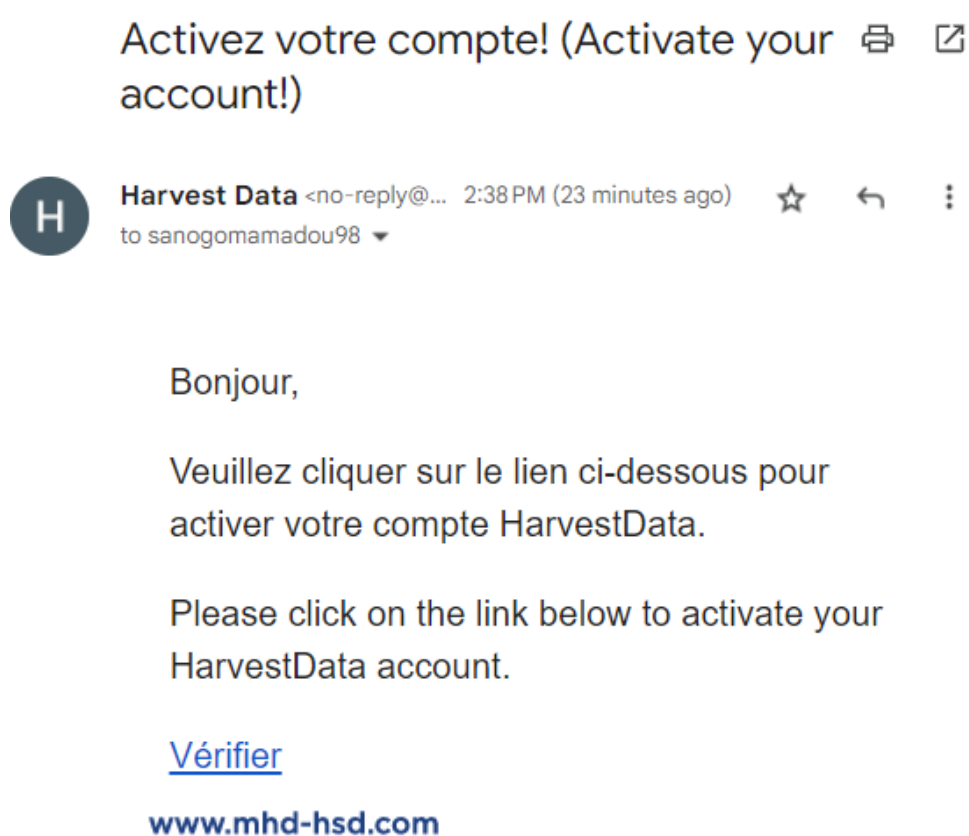
- A "Username" input field.
- A "Password" input field.
- A "Remember Me" checkbox.
- A "Forgot Password?" link.
- A blue "SIGN IN" button.
- A link at the bottom: "Don't have an account? [Create your account!](#)".

6. View, read and accept the Terms and Conditions and click on the "Register" button

7. Go to your mailbox to activate your account: click on the « [Vérifier / Verify](#) » link contained in the email

Note: Please check your spam in case there is no mail in your inbox

8. The « [Vérifier/ Verify](#) » link takes you to the Sign In page. You can now Login for the very first time.
9. Remark: Please use the link immediately. If it fails to work, contact us.



How do I Sign In?

- Go to our website <https://mhd.hsd-melt.com>
- Click on « SIGN IN »



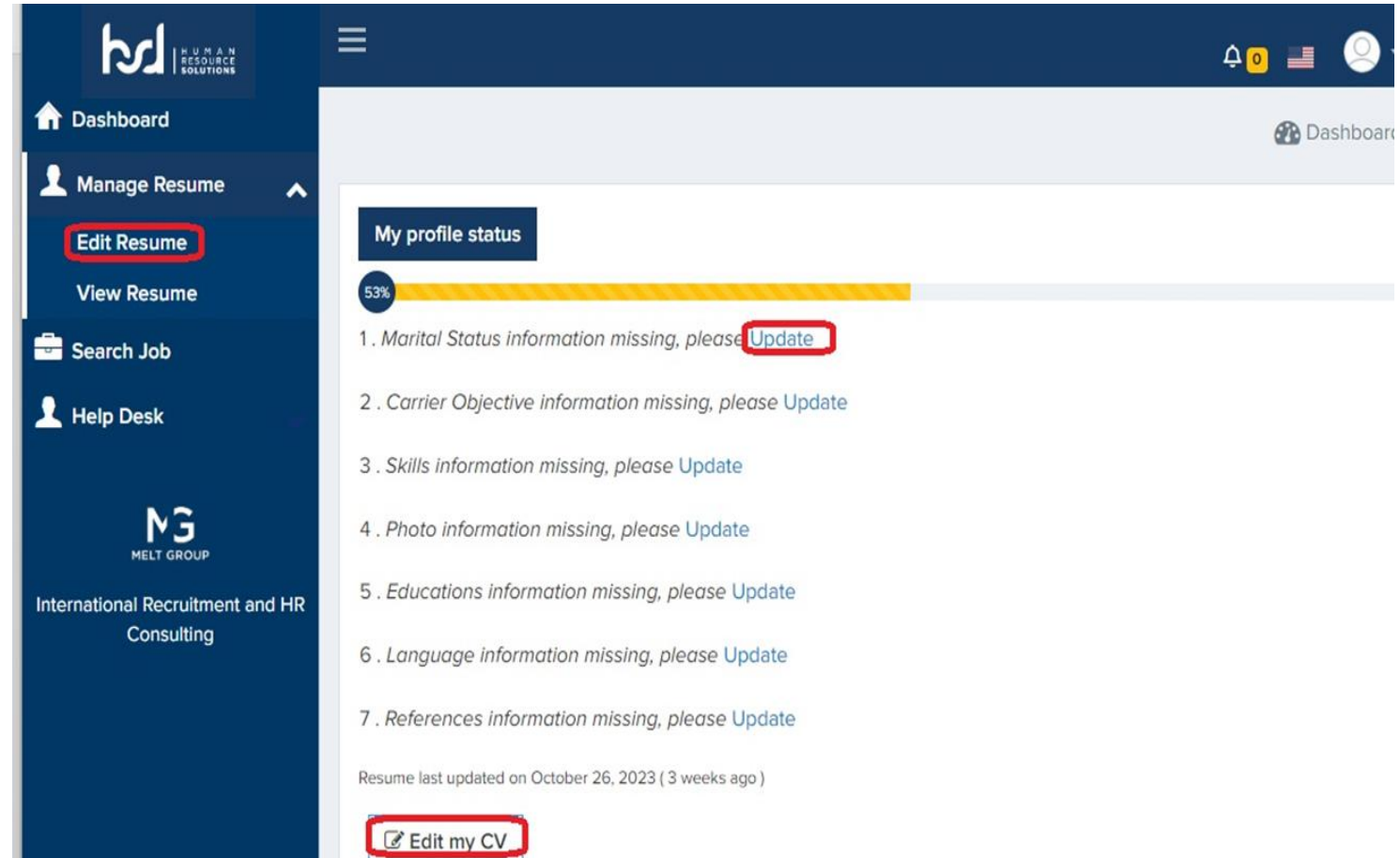
- Fill in your email adresse /user name and password
- Click on the « SIGN IN » button
- Welcome to your profile

NB: If you have forgotten your password, click on "Forgot password" to receive an email that will allow you create a new one.


First Connection? – Optimize your CV!

The first thing you will notice is that your profile is « 53% »


- Your profile must be 100% for you to be able to apply for jobs
- Below the percentage bar you will see the information that needs to be updated
- You can do so in 3 ways : from the « Update » link, « Edit my CV » or « Edit Resume » Menu button





The screenshot shows the user interface of the HSD Human Resource Solutions portal. On the left is a dark blue sidebar with navigation options: Dashboard, Manage Resume (with a sub-menu containing 'Edit Resume' and 'View Resume'), Search Job, and Help Desk. At the bottom of the sidebar is the logo for 'M3 MELT GROUP' and the text 'International Recruitment and HR Consulting'. The main content area has a top navigation bar with a hamburger menu, notification bell, and user profile. Below this is a 'My profile status' section featuring a yellow progress bar at 53%. A list of seven missing information items follows, each with an 'Update' link: 1. Marital Status information missing, please Update; 2. Career Objective information missing, please Update; 3. Skills information missing, please Update; 4. Photo information missing, please Update; 5. Educations information missing, please Update; 6. Language information missing, please Update; 7. References information missing, please Update. At the bottom of the list, it states 'Resume last updated on October 26, 2023 (3 weeks ago)' and includes an 'Edit my CV' button.


Update CV  [Dashboard](#) » [profile](#)

- Personal**
- Education/training
- Employment
- Other information
- Upload Documents

 Personal details

 Address details



 Career Objective information

 Other relevant information




- Complete all sections and subsections
- Don't forget to save at the end of each subsection
- As you progress, you will notice your status percentage bar moving until it reaches 100%.


My CV

- You can see the generated CV from “View Resume”
- The CV will be automatically attached to all your applications (you also have the option to upload an additional CV).
- You also have the option of downloading the generated CV.


My CV  

ARVEST Blessing Robs

 raissakanjo@yahoo.co.uk
 +237671223355
 Armee de l'air, Douala, Littoral, Cameroon

 Personal Information

Date Of Birth	01/05/1989
Nationality	Cameroonian
Marital Status	Married
Gender	Female
Number of Children	2

 About Me

Job Search

Method 1 : Job search from your profile

1. You can search by keywords, country, sector of activity....
2. Use the Clear Filter button to start a new search
3. Click on the job title to see the details and apply

The screenshot shows the user interface for job searching. On the left is a dark blue sidebar with navigation options: Dashboard, Manage Resume, Search Job (highlighted with a red box and a red circle containing the number 1), and Help Desk. Below the sidebar is the logo for 'MG MELT GROUP' and the text 'International Recruitment and HR Consulting'. The main content area has a light grey background. At the top right, it says 'Found 10 Jobs based on your current search'. Below this is a 'Filter job' section (annotated with a red circle containing the number 1) with various filters: Keywords (input field), Country Name (dropdown), Select Industry (dropdown), Select Category (dropdown), Job type (dropdown), Experience level (dropdown), and Gender (dropdown). At the bottom of the filter section are 'Filter jobs' and 'Clear filter' buttons (the latter is annotated with a red circle containing the number 2). To the right of the filters are three job listings. The first is 'Business Development Representative (BDR)' with details: Posted: 04 Jun 2024, Deadline: 25 Oct 2024, Category: Commerce Wholesale - Retail - Ecommerce, \$0.00 / Monthly, Senior Level, Full Time, Abidjan. The second is 'Chargé de Clientèle Adjoint' (annotated with a red circle containing the number 3) with details: Posted: 04 Jun 2024, Deadline: 25 Oct 2024, Category: Telecommunications, \$0.00 / Monthly, Senior Level, Full Time, Abidjan. The third is 'House keeper' with details: Posted: 04 Jun 2024, Deadline: 29 Jun 2024.

Job Search

Method 2 : Job search from the home page



Search for jobs using the filters

Find your dream job!

WE OFFER 219 JOB VACANCIES RIGHT NOW

All Countries Industry Sector Filter

HOT JOBS

é de Clientèle Adjoint or Level  Human Resource officer  Bu (B)

FEATURED JOBS

- Accounting - Audit - Tax consultancy (4)
- Beauty - Health & Fitness services (0)
- Agriculture (plant, animal, fisheries, forestry) (0)
- Commerce Wholesale - Retail - Ecommerce (14)
- Bank - Financial - Insurance activities (4)
- Customer Support - Call Center (0)

- From the search result, click on the job title to see the details and apply
- The [Apply Online](#) button will take you to the login page. If you do not have an account, please Sign Up

Found 4 jobs based on your current search

Agent de Recouvrement

Posted: 23 May 2024
Posting Deadline : 30 Aug 2024

Category : Accounting - Audit - Tax consultancy
XOF 0.00 / Monthly
Experience : Senior Level
Full Time Abidjan, Abidjan,

[Apply Online](#)

Responsable Audit Interne

Posted: 23 May 2024
Posting Deadline : 30 Aug 2024

Category : Accounting - Audit - Tax consultancy
XOF 0.00 / Monthly
Experience : Senior Level
Full Time Abidjan, Abidjan,

[Apply Online](#)

Apply for a Job

- Your profile must be 100% before you can apply. Click Apply Online
- Complete your cover letter and attach any additional documents
- Once your application has been submitted, you will receive a confirmation email.

Your profile is 100% complete

Cover letter

Your cover letter here

Attach additional files :

File Name	Choisir un fichier	Aucun fichier choisi
File Name	Choisir un fichier	Aucun fichier choisi
File Name	Choisir un fichier	Aucun fichier choisi

Submit cover letter and apply

Dashboard » Job portal » Business Development Representative (BD)

Category: Commerce Wholesale - Retail - Ecommerce

Job summary

Published on : 04 Jun 2024

Deadline : 25 Oct 2024

Vacancy : 1

Job type : Full time

Experience level : Senior Level

Gender : Both males and females are allowed to apply

Job Location : Abidjan, Abidjan,

Apply online

Track the progress of your application

Notifications will be sent to both your profile and email about the progress of your application.

The screenshot shows the top navigation bar of the HARVEST application. A red box highlights a notification bell icon with a yellow badge containing the number '25'. Below the navigation bar is a 'Notifications' section with a dark blue header and a white bell icon. Three notification cards are listed:

- Merci d'avoir postulé (Thank you for applying)**: A light blue card with a close button (X) in the top right. The text reads: "Bonjour Blessing, Nous accusons réception de votre candidature pour le poste 'ENVIRONMENTAL ANALYST H/F'. Vous serez contacté si vous êtes sélectionné pour passer à la prochaine étape du processus de recrutement."
- Entretien d'embauche (Job Interview)**: A light blue card with a close button (X) in the top right. The text reads: "Bonjour Blessing, Merci pour votre candidature au poste COMPTABLE chez HSD Human Resources Solutions Ltd RDC. Après avoir examiné votre candidature, nous sommes ravis de passer à la procédure d'entretien. Le recruteur prendra contact avec vous dans les plus brefs délais."
- Embauché (Hired)**: A light green card with a close button (X) in the top right. The text reads: "Bonjour Blessing, Nous vous félicitons d'avoir été engagé(e) pour le poste de DIRECTEUR TECHNIQUE H/F . Vous serez contacté(e) prochainement pour connaître tous les détails et les dispositions à prendre."

Helpdesk – Job Alert

The screenshot shows a web interface for a helpdesk. On the left is a dark blue sidebar with navigation options: Dashboard, Manage Resume, Search Job, Help Desk (selected), Tutorial, and Support Tickets. At the bottom of the sidebar is the MELT GROUP logo. The main content area is titled 'Support Tickets' and includes a '+ New Ticket' button. Below the title, there is a 'Show' dropdown menu set to '10' and a search box. A table of support tickets is displayed below, with columns for ID, Username, Subject, Message, Status, Date, and Action.

ID	Username	Subject	Message	Status	Date	Action
1	BlessingR	Interview	Thanks	Pending	13-05-2024	View
2	BlessingR	Interview	DGHHH	Closed	26-05-2023	View

Tutorial – offers guidelines on how to navigate the platform

Support Ticket – In this forum you can correspond with us about any problems you encounter and suggestions you might have.

Job Alert - A job alert is sent to your email whenever there is a new job opening near you.

Follow Us

At the bottom of the Homepage you will find our social media handles. For new opportunities and updates, follow our pages.



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