## **Registering a New Company**

- 1) Visit <u>https://career-desk.com/</u>
- 2) Click on Sign in top Right corner.

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3) Click on Sign up.

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4) Fill in the Name of company and mobile number and email of POC (point of contact) (HR) and set password.

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5) Enter OTP received on entered mobile number

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6) Complete the company profile by providing the company information in their respective columns and then click on update change. All asterisk (\*) marked fields are compulsory.

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## Posting a new job

1) Sign into your existing account and if you don't have one, sign up and register the company.



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2) Enter the login credentials and press login.

3) Navigate to job list.



4) Click on create job post

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5) Fill the relevant details, click on post and your job will be shown on the website.

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