

# RecruitOS

by Bitmo Solutions

Every placement, from first inquiry to  
departure day.



# Overseas recruitment runs on handoffs.

One placement can pass between an employer, an agent, an embassy, the employment bureau, a medical centre, a training provider and an airline. Every handoff is a chance for work to stall.



## Records scattered across tools

Spreadsheets, shared folders, WhatsApp threads and ledgers each hold part of the picture.

## Every destination has its own paperwork

Required documents and deadlines change with the country and the candidate.

## Leads without an owner go cold

Without a named owner and a follow-up date, good candidates drift away.

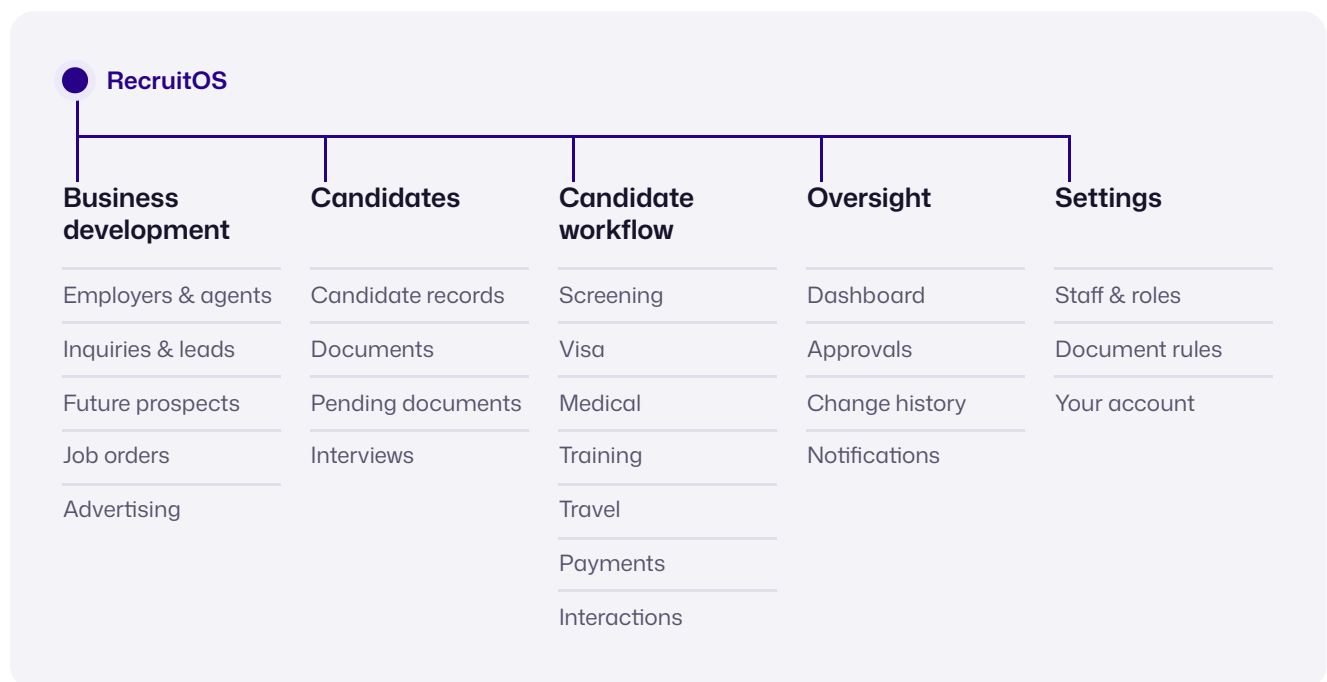
## Key decisions need a second look

Fees and advertising budgets deserve review, and a record of who decided.

The work is familiar.  
Keeping every thread visible is the hard part.

# One shared workspace for the whole placement desk.

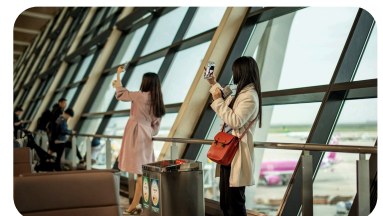
A web-based platform built for agencies that recruit for employment overseas. Job orders, leads, candidates, documents, interviews, visas, medicals, training, travel and fees, in one system your whole team shares.



The platform's modules, as organised in its navigation



**Built for agencies placing candidates in any trade or profession.**



## Browser-based

Nothing to install on staff computers.

## 12 stages

One shared language for candidate progress.

## Two roles

Admin for daily work, Superadmin for control.

# Win the job order. Then fill it.

Partners, job orders and campaigns live alongside the candidates who fill them.

### Inquiries & leads

Close

|                                                     |                  |
|-----------------------------------------------------|------------------|
| Lead name                                           | Phone            |
| Inquiry 1                                           | +12025550150     |
| Email                                               | Source           |
| enquiry0@example.com                                | Website          |
| Referring agent                                     | Assigned to      |
| Local agent                                         | Operations Admin |
| Lead status                                         | Next follow-up   |
| New                                                 | 2026-10-10       |
| Candidate record                                    |                  |
| Amaya Rathnayake (CAN002)                           |                  |
| Call / WhatsApp observations                        |                  |
| WhatsApp / call note                                |                  |
| Added by Operations Admin · 10/13/2026, 12:37:54 PM |                  |

### Inquiry record

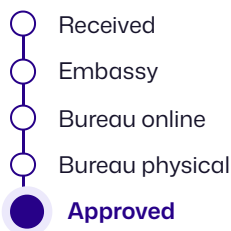
### Fictional sample data

## Every lead has an owner

- 1 Source**  
See which channels and agents brought candidates.
- 2 Assigned to**  
Every lead has a named owner.
- 3 Next follow-up**  
Due follow-ups appear on the dashboard.
- 4 Candidate record**  
Converted leads join the candidate's file.

## Job orders

Track each order from receipt to approval.



## Employers & agents

One directory of partners, with follow-up dates.

## Campaigns

Plan adverts against job orders and send budgets for approval.

## Job Orders

Dashboard · Job Orders

### Job orders

Add record

Search records

Status

All statuses

Export CSV

| Job title / order name | Employer / overseas agent | Destination country | Number of positions |                              |
|------------------------|---------------------------|---------------------|---------------------|------------------------------|
| Recruitment order 5    | Employer                  | Germany             | 8                   | <div>DetailsEditDelete</div> |
| Recruitment order 4    | Employer                  | Germany             | 8                   | <div>DetailsEditDelete</div> |
| Recruitment order 3    | Employer                  | Germany             | 8                   | <div>DetailsEditDelete</div> |
| Recruitment order 2    | Employer                  | Germany             | 8                   | <div>DetailsEditDelete</div> |
| Recruitment order 1    | Employer                  | Germany             | 8                   | <div>DetailsEditDelete</div> |

1-5 of 5

Previous

Page 1 of 1

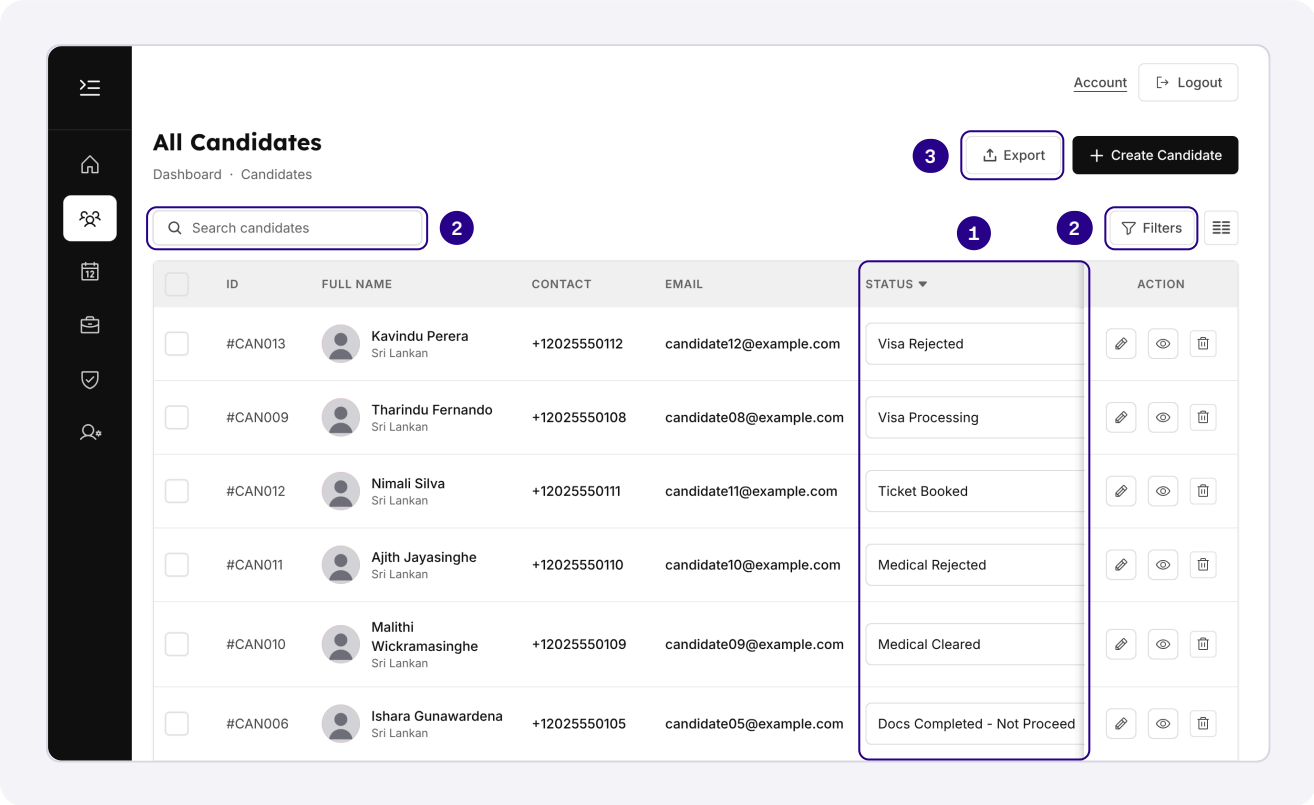
Next

## Job orders

### Fictional sample data

# Know where every candidate stands, at a glance.

One profile per candidate, shared by the whole team.



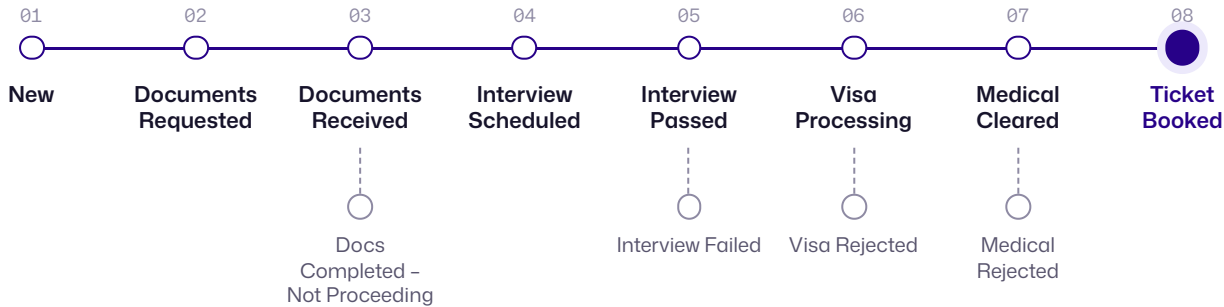
All candidates

Fictional sample data

- 1 Stage on every row**  
Update it straight from the list.
- 2 Search and filter**  
By occupation, age, stage or date added.
- 3 Export**  
Take any list into a spreadsheet.

## Twelve application stages

○ Main path    ---- Other outcomes below



# The right documents, for every destination, on time.

Set rules once by country and gender. The platform applies them and shows what is missing.

Search candidates or documents

☐ Overdue only

Refresh

| Candidate                     | Missing documents                                        | Country rule | Earliest due date     | Status  | Action                           |
|-------------------------------|----------------------------------------------------------|--------------|-----------------------|---------|----------------------------------|
| Nethmi Ranasinghe<br>CAN004   | Passport, Photo, CV, Signed Agreement, Birth Certificate | Germany      | 2026-10-20            | Missing | <a href="#">Review documents</a> |
| Dilan Kumara<br>CAN003        | Passport, Photo, CV, Signed Agreement, Police Clearance  | Germany      | 2026-10-16            | Missing | <a href="#">Review documents</a> |
| Sahani Herath<br>CAN008       | Passport, Photo, CV, Signed Agreement, Birth Certificate | Germany      | 2026-10-20            | Missing | <a href="#">Review documents</a> |
| Ravindu Dissanayake<br>CAN007 | Passport, Photo, CV, Signed Agreement, Police Clearance  | Germany      | 2026-10-20            | Missing | <a href="#">Review documents</a> |
| Kasun Bandara<br>CAN005       | Passport, Photo, CV, Signed Agreement, Police Clearance  | Germany      | 2026-10-20            | Missing | <a href="#">Review documents</a> |
| Amaya Rathnayake<br>CAN002    | Passport, Photo, CV, Signed Agreement, Birth Certificate | Germany      | 2026-10-10<br>Overdue | Missing | <a href="#">Review documents</a> |
| Ishara Gunawardena<br>CAN006  | Passport, Photo, CV, Signed Agreement, Birth Certificate | Germany      | 2026-10-20            | Missing | <a href="#">Review documents</a> |

- 1

**Rule and due date**  
Each missing item shows the country rule and its due date.
- 2

**Overdue, flagged**  
Late items are marked and counted on the dashboard.

Pending documents

Fictional sample data

Passport

Required · Verified

Download document-0.pdf

Uploaded 10/13/2026 · Verified · Uploaded by Operations Admin

Reviewed by Operations Admin · 10/13/2026, 1:00:11 PM · verified

Review Edit metadata Remove

Photo

Required · Awaiting review

Download document-1.pdf

Uploaded 10/13/2026 · Awaiting review · Uploaded by Operations Admin

Review Edit metadata Remove

CV

Required · Rejected

Download document-2.pdf

Uploaded 10/13/2026 · Rejected · Uploaded by Operations Admin

Reviewed by Operations Admin · 10/13/2026, 1:00:20 PM · rejected

Review Edit metadata Remove

## Reviewed, not just uploaded

Each file is marked verified, awaiting review or rejected, with who reviewed it and when.

- Verified
- Awaiting review
- Rejected

Birth Certificate

Required · Missing · Due 2026-10-20 · Germany

Please upload a scanned copy of your birth certificate.

Upload

A country requirement, with its due date

Review status per document

Fictional sample data

# Interview to departure, in one file.

Every step after screening has its own tab on the candidate's profile.

**Candidate Workflow: Ajith Jayasinghe**

Dashboard · Candidates · Candidate Workflow

Basic Information Documents **Workflow** Change history Overview

Application stage: Medical Rejected [Update stage] [Edit destinations]

Countries of interest: Germany, Japan. Workflow records retain supporting details; update the application stage when progressing the candidate.

Screening **Visa** Medical Training Travel Payments Interactions Deadlines

**Visa submissions** [Add record]

Search records: [ ] Status: All statuses [v] [Export CSV]

| Destination country | Job order           | Sponsor / employer | Documents submitted |                           |
|---------------------|---------------------|--------------------|---------------------|---------------------------|
| Germany             | Recruitment order 1 | Employer           | 2026-10-10          | [Details] [Edit] [Delete] |

Candidate workflow

Fictional sample data

- 1 Current stage**  
Updated as the candidate moves on.
- 2 A tab per step**  
From screening to travel.
- 3 Records**  
Add, search and export.

**Screening**  
Outcome and interview clearance

**Interviews**  
Date, venue, interviewer, result

**Visa**  
Sponsor, reference, outcome

**Medical**  
Pre and final, clinic, result

**Training**  
Course, dates, certificate

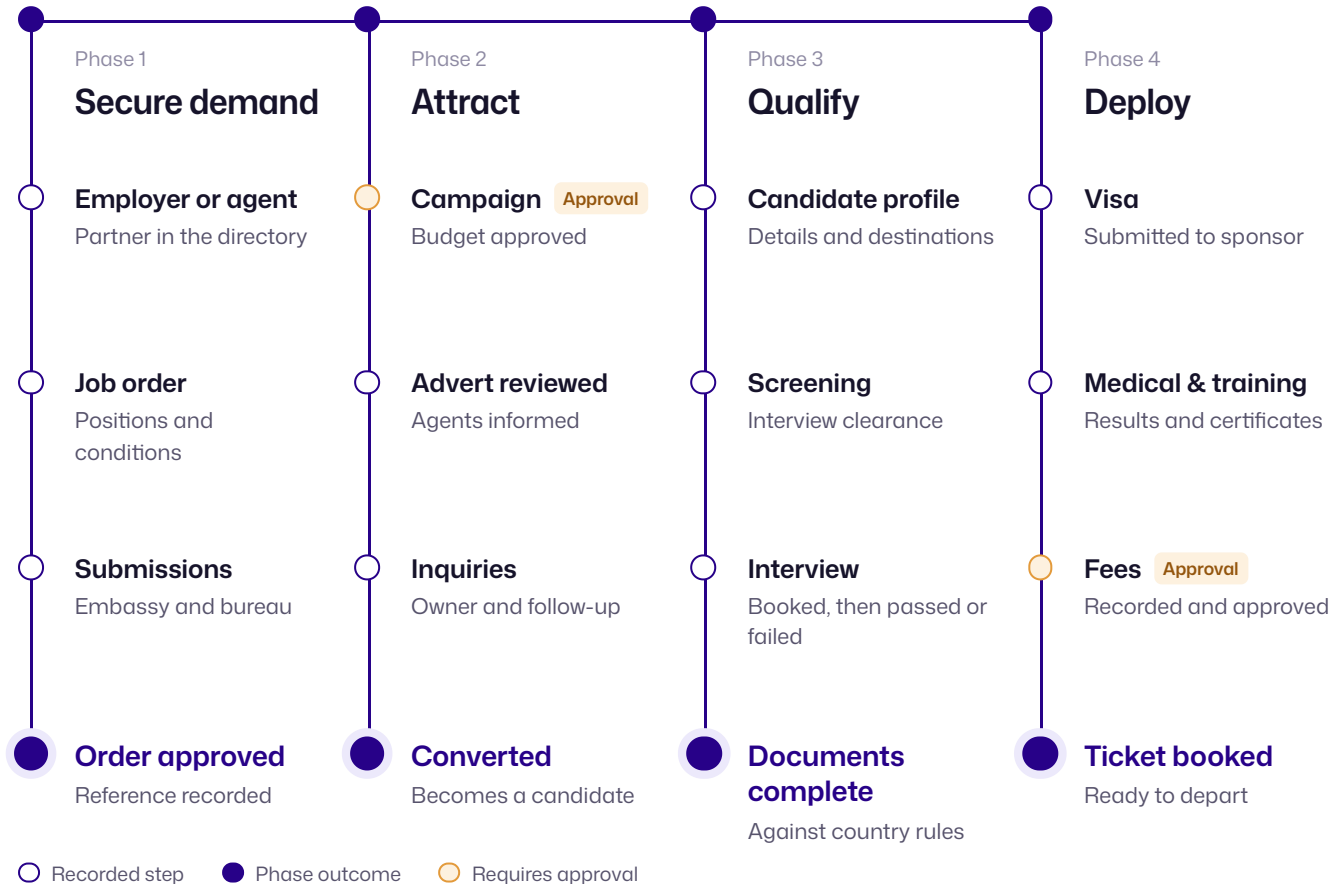
**Travel**  
Airline, booking, endorsement

**Payments** **Approval**  
Fees by purpose and currency, with approval

**Interactions**  
Calls, WhatsApp, visits, follow-ups

# One placement, end to end.

A representative journey. Your team updates each stage as work progresses, so the order can follow each destination's requirements.



## Throughout

### Oversight on every phase



#### Dashboard

The work waiting, at a glance.



#### Approvals

Fees and budgets checked by a Superadmin.



#### Change history

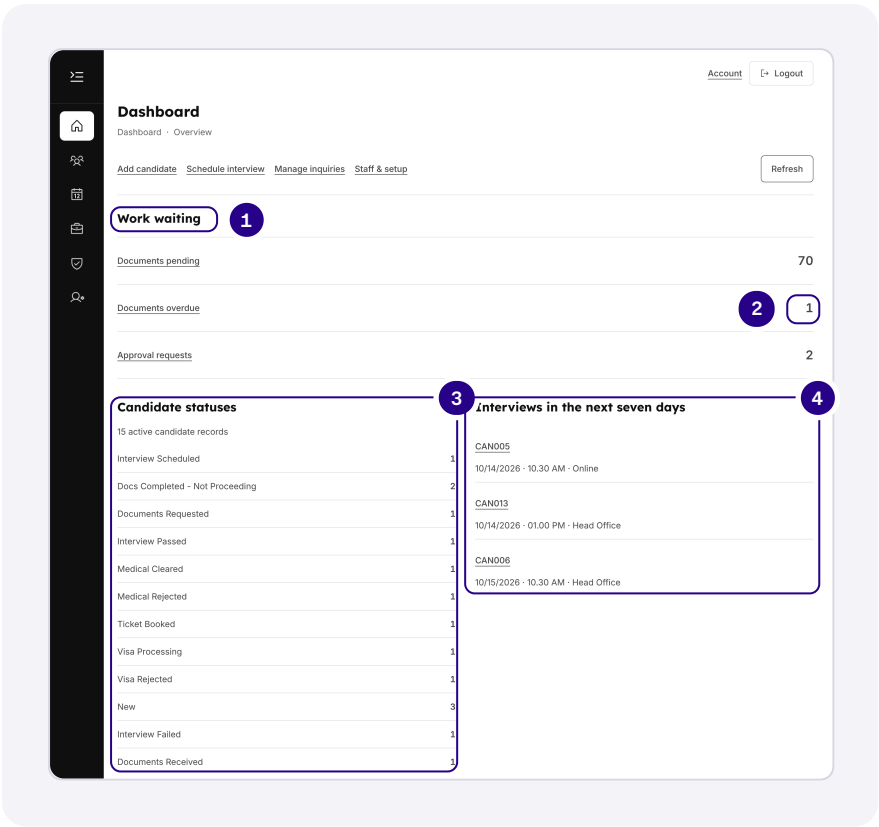
Who did what, and when.



#### Notifications

Interview and document reminders.

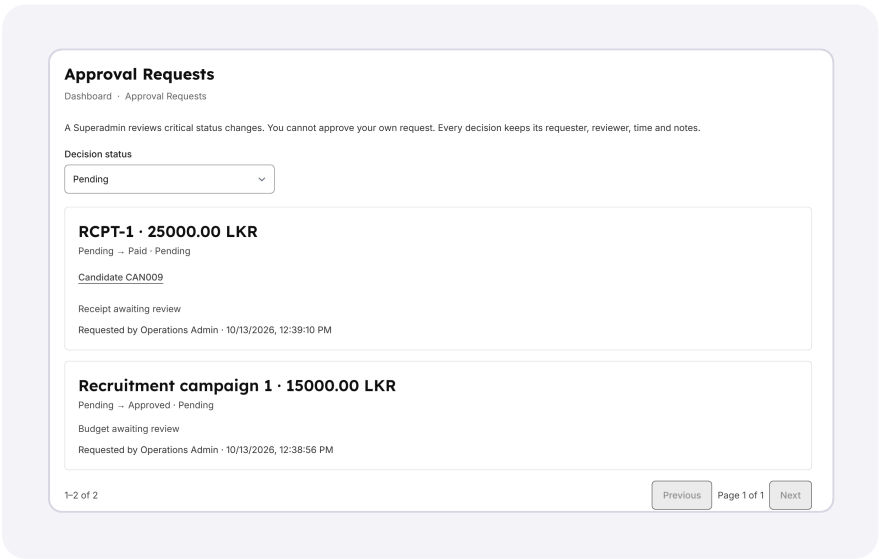
# See the work waiting. Approve what matters.



Dashboard

Fictional sample data

- 1 Work waiting**  
Pending documents and approvals.
- 2 Overdue**  
Late documents, counted.
- 3 By stage**  
Candidates at each stage.
- 4 This week**  
Upcoming interviews.



Approval requests

Fictional sample data

- Four-eyes approval**  
Fee and budget changes go to a Superadmin. Nobody approves their own request.
- Change history**  
Every change is recorded with who made it and when.
- Access by role**  
Admins run daily work; Superadmins manage staff, rules and approvals.

# Configured to your agency. Built around your needs.

Set up your destinations, rules and team yourself. Anything more can be adjusted or built for your company.



In the platform

## Configure it yourself

- ✓ Document rules by country and gender
- ✓ Staff accounts and roles
- ✓ Destination countries per candidate
- ✓ Fees in eight currencies

LKR USD EUR GBP AED SAR QAR KWD



At onboarding

## Connect your services

Email and SMS reminders for interviews and documents are switched on once your provider accounts are connected.

In-app notifications for your staff work from day one.



Made for you

## Custom adjusted or built

Every agency works differently. Bitmo Solutions can adjust existing features, or build new ones, to fit your company's unique requirements, from extra steps and fields to integrations such as online payments.

## Rules, not reminders

Write a rule once, such as *Germany · Male · Police Clearance · 7 days*, and it reaches every matching candidate with a due date.

**Document Requirements**  
Dashboard > Document Requirements

**Document requirements**  
Only a Superadmin can manage these requirements.

Search records

Export CSV

| Country (use All for every country) | Applies to | Document name     | Days allowed after candidate creation |                          |
|-------------------------------------|------------|-------------------|---------------------------------------|--------------------------|
| Germany                             | Male       | Police Clearance  | 7                                     | <button>Details</button> |
| Germany                             | Female     | Birth Certificate | 7                                     | <button>Details</button> |

1-2 of 2

Previous Page 1 of 1 Next

Document rules

Fictional sample data

Country **Germany**

Applies to **Male**

Document **Police Clearance**

Days allowed **7**

# Connect the tools your agency already uses.

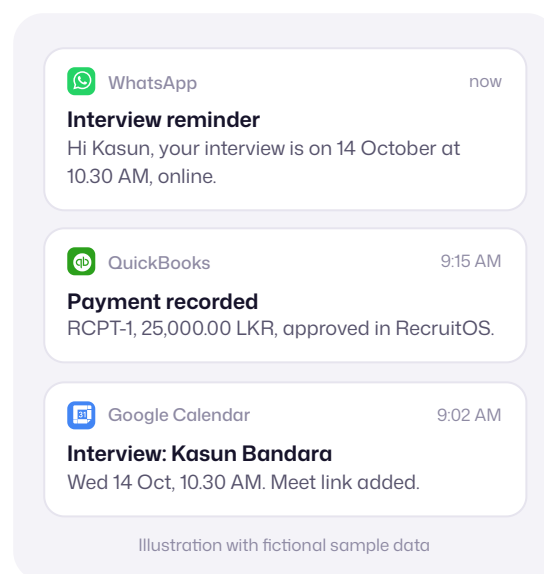
RecruitOS can work alongside the apps your team opens every day, from the books to WhatsApp.

**Approve a fee. It's already recorded in QuickBooks or Xero.**

**Book an interview. The candidate gets a WhatsApp reminder, and the meeting is in every calendar.**

**Run a Facebook job ad. Each enquiry lands in Inquiries with an owner.**

**Send the agreement. It comes back signed and filed on the candidate's record.**



## Works with

|                  |                                                    |                    |                 |
|------------------|----------------------------------------------------|--------------------|-----------------|
| Accounting       | QuickBooks                                         | Xero               | Zoho Books      |
| Messaging        | WhatsApp Business Platform                         |                    |                 |
| SMS and email    | Your SMS and email providers <span>Included</span> |                    |                 |
| Lead capture     | Facebook Lead Ads                                  | Instagram Lead Ads | Website forms   |
| Calendar         | Google Calendar                                    | Outlook            |                 |
| Meetings         | Zoom                                               | Google Meet        | Microsoft Teams |
| E-signature      | DocuSign                                           | Adobe Acrobat Sign |                 |
| File storage     | Google Drive                                       | OneDrive           | Dropbox         |
| Payments         | PayHere                                            | Stripe             |                 |
| Document reading | Passport scans                                     |                    | CV parsing      |
| Job boards       | topjobs.lk                                         | LinkedIn           | Indeed          |
| Reporting        | Power BI                                           | Looker Studio      | Google Sheets   |

Email and SMS reminders are included. Other integrations are available on request and set up during onboarding, subject to each provider's access. Anything else can be connected through Zapier or Make, or built for you.

# What changes when the whole desk works from one system.



## One file per candidate

Anyone can pick up where a colleague left off.



## Deadlines that surface themselves

Missing documents, interviews and follow-ups are listed for you.



## Made for overseas placement

Embassy, bureau, visa, medical and travel steps are built in.



## Control over money

Fees and budgets need a second person's approval.



## Accountability by default

Who changed what, and when, is recorded automatically.

## Who it serves

### Owners & directors

#### Oversight without chasing

A live pipeline, approvals that need you, and a trail behind every decision.

### Operations managers

#### Handoffs that hold

Stages, deadlines and job orders in one place, so work doesn't slip between people.

### Recruitment teams

#### Less hunting, more doing

Structured records and checklists instead of spreadsheets and memory.

## Trusted by

Clients who trust Bitmo Solutions.



Next step

# See it running on your placements.

Book a personalised demonstration built around your destinations, document rules and team.

1

## Share your setup

Destinations, documents and how your team works.

2

## See a tailored demo

The platform, shown with your requirements.

3

## Plan the rollout

Configuration, onboarding and any custom work.

## Need something specific?

We adjust existing features or build new ones around your company's unique requirements.



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