



BASMEH & ZEITOONEH / INTERNAL REFERENCE

Digital Systems Portfolio

A concise overview of systems developed to support BZ operations, administration, and internal coordination.

7

DIGITAL SYSTEMS

One connected operations portfolio

PREPARED BY

Alaa Al Zaibak

September 2026

Assets and recruitment

01

ASSET OPERATIONS

IT Assets

Centralizes IT equipment records so the team can follow each asset from registration and assignment through location, condition, and status updates.

PRIMARY USERS

IT team

KEY CAPABILITIES

Inventory, assignment, location and status tracking

OPERATIONAL VALUE

Clearer accountability and faster equipment follow-up

02

PEOPLE AND RECRUITMENT

HR Recruitment

Provides a structured recruitment workflow for vacancies and applications, helping HR review candidates and follow each recruitment process in one place.

PRIMARY USERS

HR teams and hiring stakeholders

KEY CAPABILITIES

Vacancies, applications, review and status follow-up

OPERATIONAL VALUE

A more consistent and traceable hiring process

Access and logistics

03 UNIFIED ACCESS

ERP Landing Page

Acts as a clear entry point to BZ systems and organizational resources, presenting both in one organized interface for staff access.

PRIMARY USERS

BZ staff and system users

KEY CAPABILITIES

Central navigation to systems and resources

OPERATIONAL VALUE

Less confusion and quicker access to daily tools and information

04 LOGISTICS AND PROCUREMENT

Logistic Assets

Manages purchase requests and physical asset records across BZ locations, with categories, assignments, approvals, imports, filters, and status tracking.

PRIMARY USERS

Logistics, PR administrators and management

KEY CAPABILITIES

PR workflows, asset records, approvals and Excel import

OPERATIONAL VALUE

Consistent asset data across locations and stronger oversight

Bookings, donors, and administration

05

FACILITIES AND SCHEDULING

Booking System

Supports external booking of training and meeting rooms across multiple centers, followed by internal review, calendar management, notifications, and reminders.

PRIMARY USERS

Requesters, center teams and administrators

KEY CAPABILITIES

Booking requests, approvals, calendars and notifications

OPERATIONAL VALUE

Fewer scheduling conflicts and clearer booking coordination

06

DONOR RELATIONS

Donor Management Portal

Organizes donor information and administrative follow-up in a centralized portal, giving authorized teams a clearer view of relevant records and activity.

PRIMARY USERS

Finance team

KEY CAPABILITIES

Donor records, structured follow-up and controlled access

OPERATIONAL VALUE

More organized donor information and continuity of follow-up

07

CENTRAL ADMINISTRATION

Cross-System Admin Dashboard

Provides a central place to manage administrative users and access across BZ systems, supporting more consistent account and permission management.

PRIMARY USERS

System administrators and IT

KEY CAPABILITIES

User administration, roles and cross-system access

OPERATIONAL VALUE

Central control and more consistent access governance

Built around operational needs

The systems share a practical approach: understand the workflow, define access, structure the information, and deliver tools that staff can use and maintain.

01

Process first

Start from real workflows, responsibilities, and approval points.

02

Clear access

Align system functions with roles and staff responsibilities.

03

Structured information

Make operational data easier to record, find, and follow.

04

Maintainable delivery

Use modular interfaces and data structures that can evolve.

OVERALL CONTRIBUTION

Together, these systems give BZ teams clearer access to information, more structured workflows, and stronger administrative follow-up.