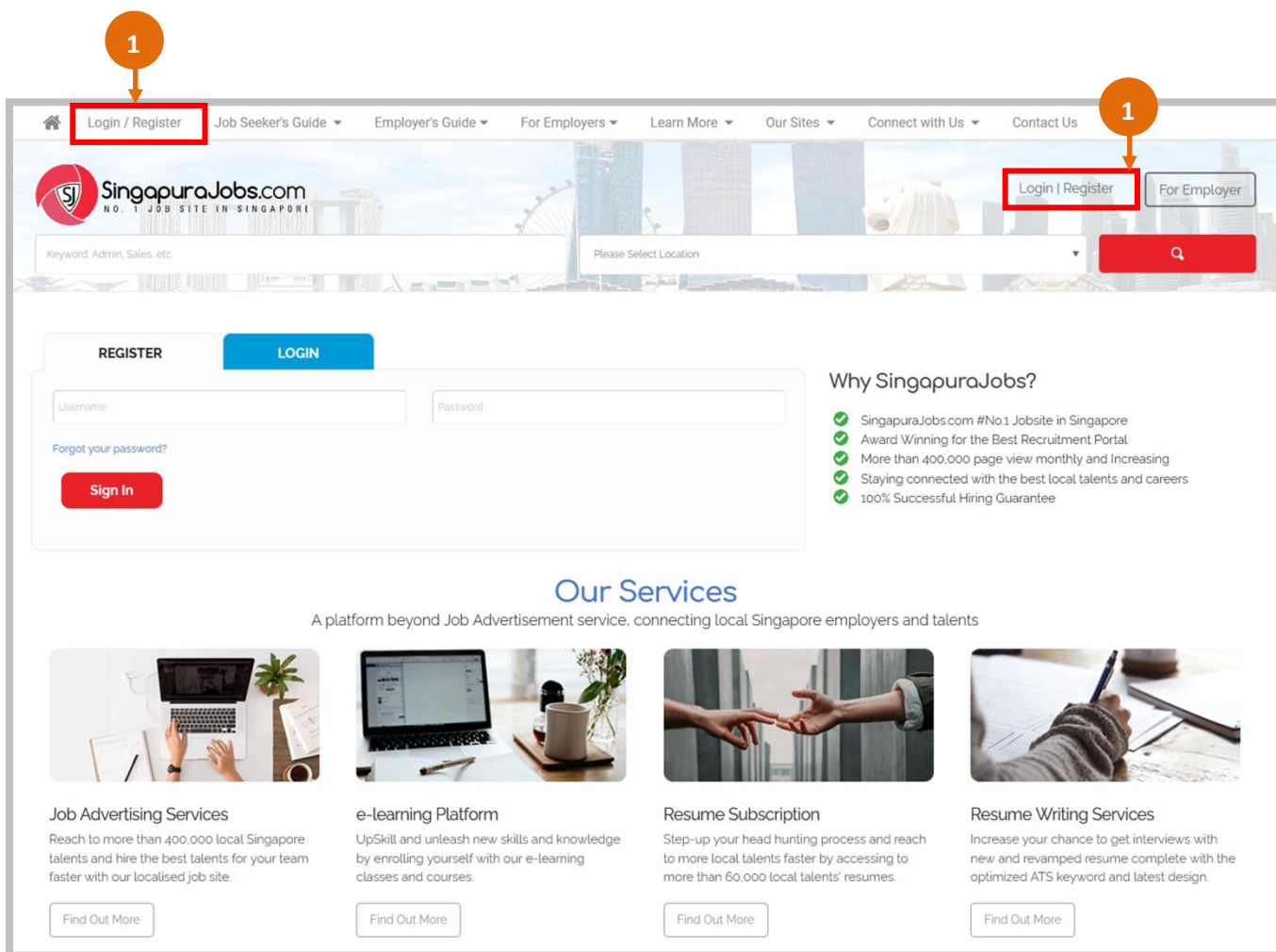


JOB SEEKER'S GUIDE

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| JOB SEEKER'S LOGIN: *Where to sign-in?*



1

1

1

2

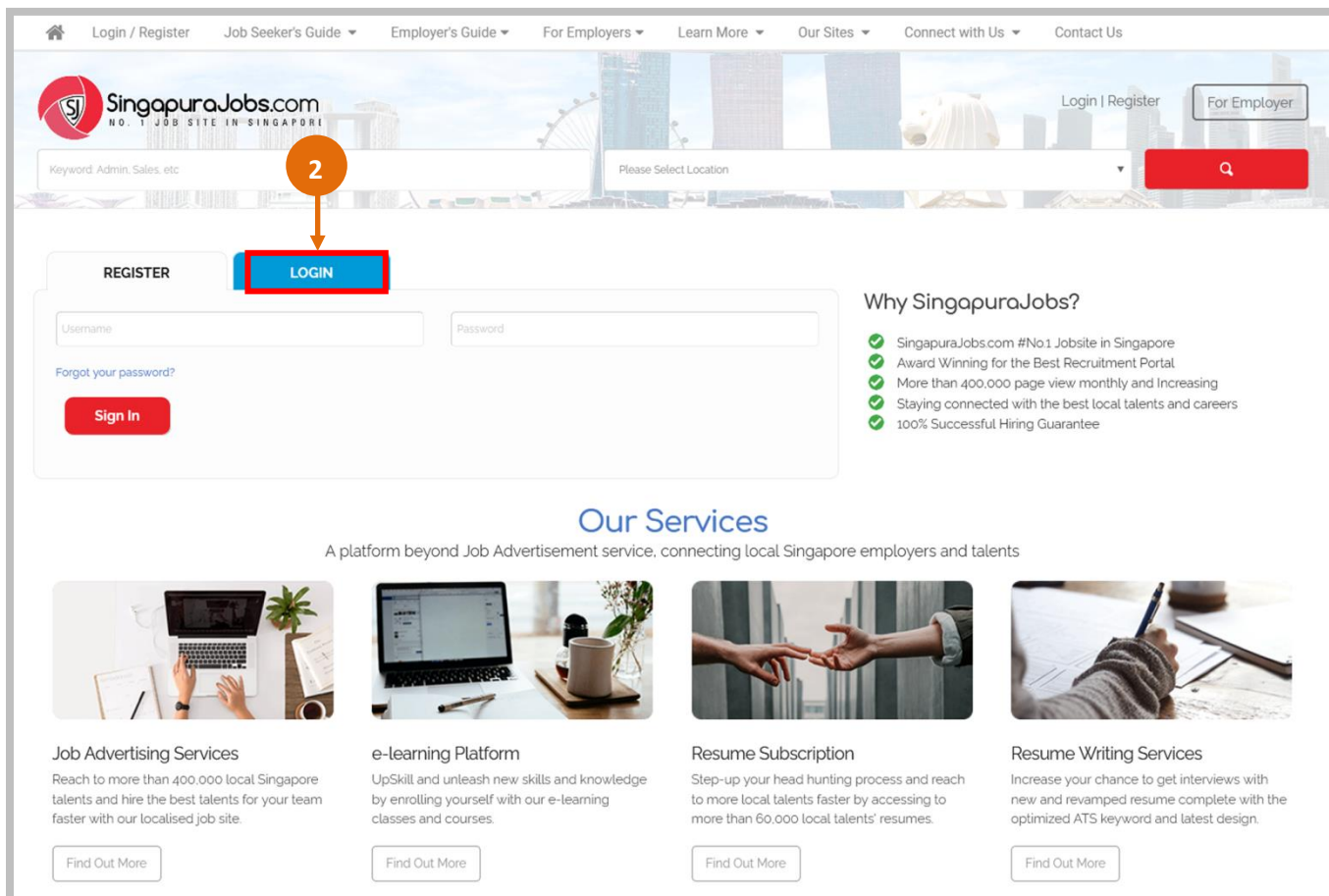
3

4

5

- 1 Click '**Login/Register**' to access <https://www.SingapuraJobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Job Seeker's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

| JOB SEEKER'S LOGIN: *Where to sign-in?*



The screenshot shows the SingapuraJobs.com website. At the top, there is a navigation bar with links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with the text 'Keyword Admin, Sales, etc.' and a 'Please Select Location' dropdown. To the right of the search bar are links for 'Login | Register' and 'For Employer'. A red arrow labeled '2' points to the 'LOGIN' button in the 'REGISTER' section. Below the 'LOGIN' button are input fields for 'Username' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. To the right of the login form is a section titled 'Why SingapuraJobs?' with four bullet points: 'SingapuraJobs.com #No.1 Jobsite in Singapore', 'Award Winning for the Best Recruitment Portal', 'More than 400,000 page view monthly and Increasing', and 'Staying connected with the best local talents and careers'. Below this is a section titled 'Our Services' with a subtitle 'A platform beyond Job Advertisement service, connecting local Singapore employers and talents'. There are four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services', each with a brief description and a 'Find Out More' button.

1

Click 'Login/Register' to access
<https://www.SingapuraJobs.com/login>

2

Select '**LOGIN**' to sign-in to your Job Seeker's account

3

Key-in your **Username & Password**

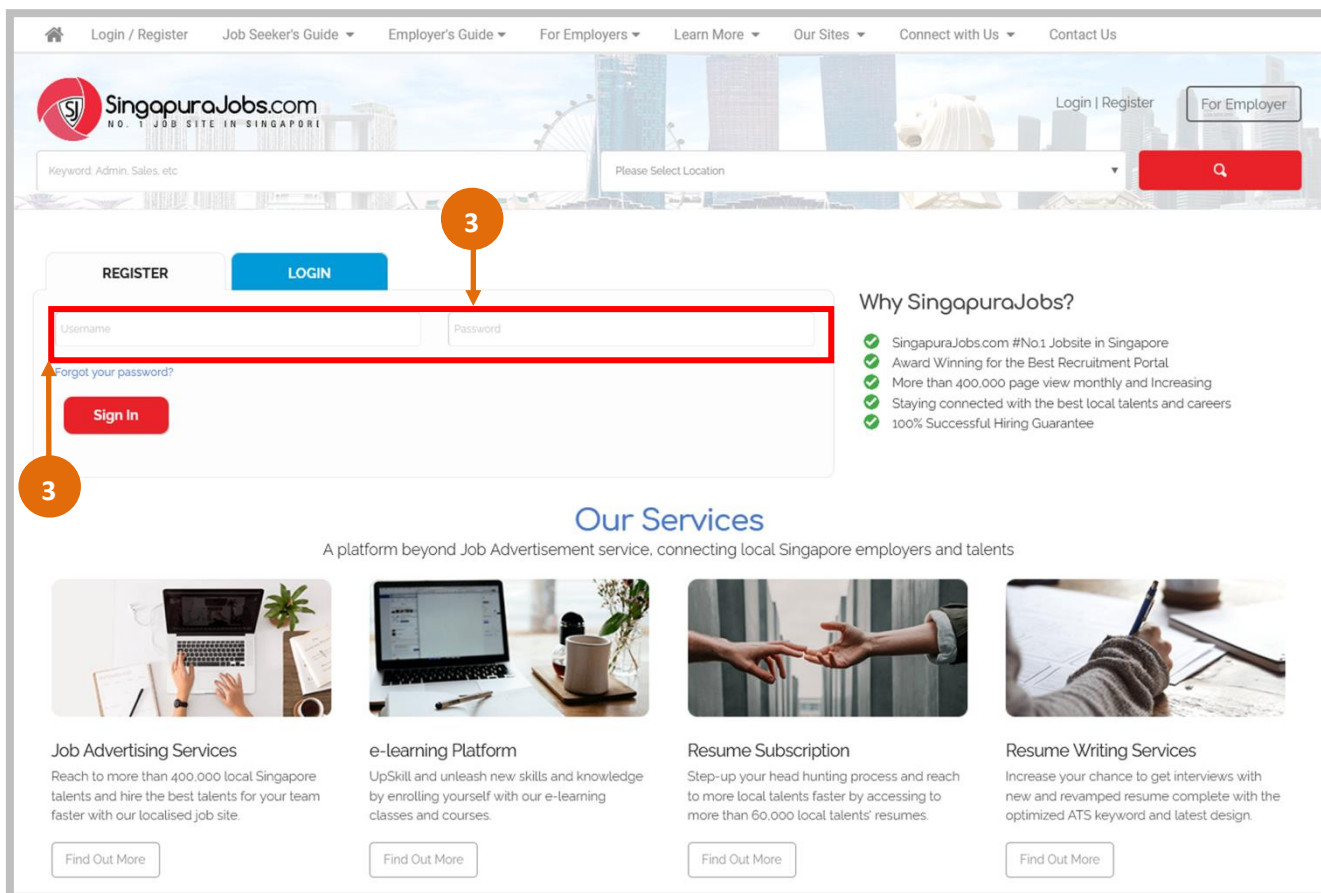
4

Click '**Sign In**' to proceed

5

Click '**Forgot your password?**' to reset your password

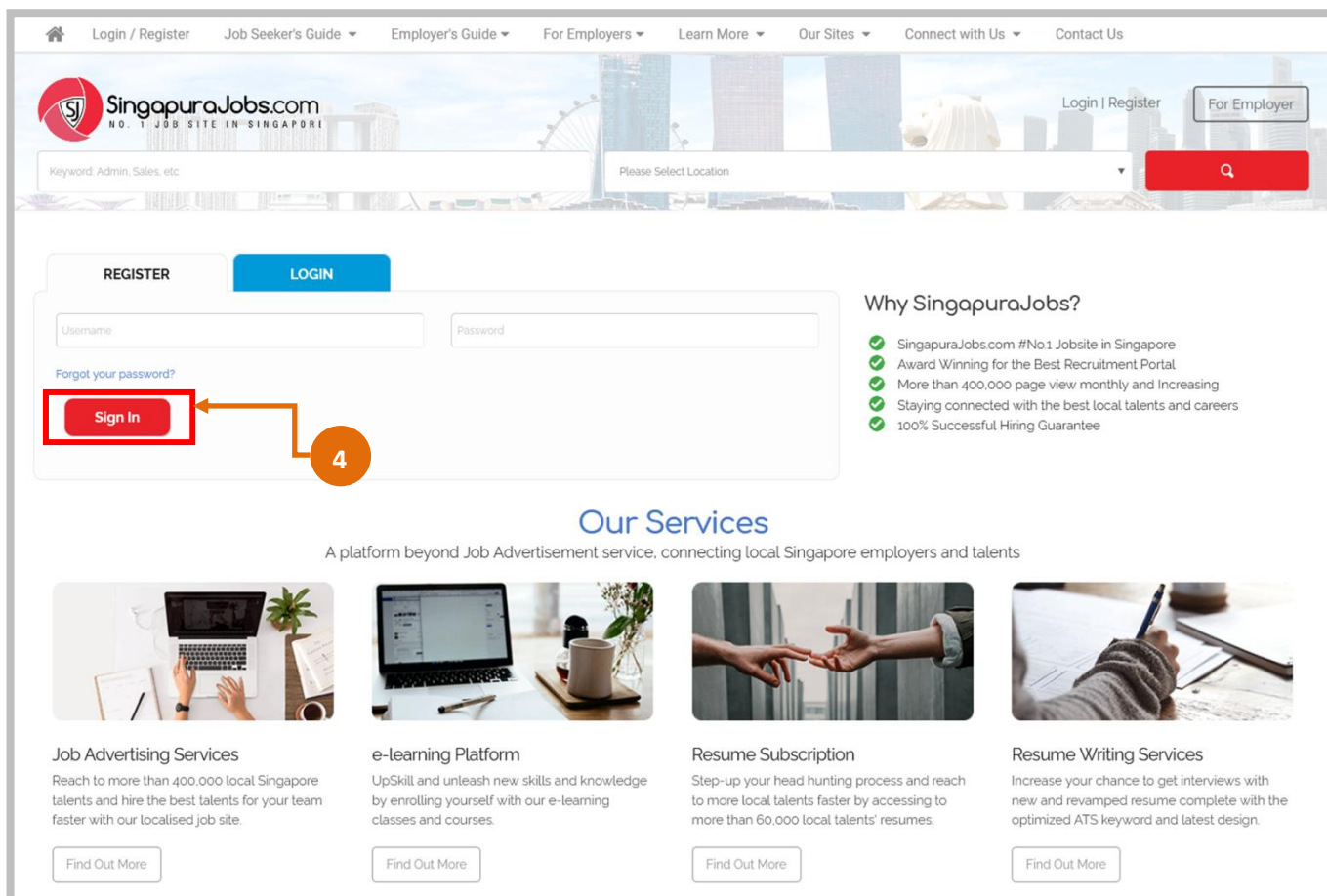
| JOB SEEKER'S LOGIN: *Where to sign-in?*



The screenshot shows the SingaporeJobs.com website. At the top, there is a navigation bar with links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with the text 'Keyword: Admin, Sales, etc.' and a 'Please Select Location' dropdown. To the right of the search bar are links for 'Login | Register' and 'For Employer'. Below the search bar is a large white box containing the login and registration forms. On the left side of this box are two buttons: 'REGISTER' and 'LOGIN'. Below these buttons are two input fields: 'Username' and 'Password'. A red box highlights the 'Username' and 'Password' fields, with a callout '3' pointing to it. Below the input fields is a red button labeled 'Sign In'. To the left of the 'Sign In' button is a link that says 'Forgot your password?'. A callout '3' points to the 'Sign In' button. To the right of the input fields is a section titled 'Why SingaporeJobs?' with four bullet points: 'SingaporeJobs.com #No1 Jobsite in Singapore', 'Award Winning for the Best Recruitment Portal', 'More than 400,000 page view monthly and Increasing', 'Staying connected with the best local talents and careers', and '100% Successful Hiring Guarantee'. Below the login and registration forms is a section titled 'Our Services' with the subtitle 'A platform beyond Job Advertisement service, connecting local Singapore employers and talents'. This section contains four columns, each with an image, a title, a description, and a 'Find Out More' button. The columns are: 'Job Advertising Services' (image of a laptop), 'e-learning Platform' (image of a laptop and a cup), 'Resume Subscription' (image of hands shaking), and 'Resume Writing Services' (image of a hand writing on a resume).

- 1 Click '**Login/Register**' to access <https://www.SingaporeJobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Job Seeker's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

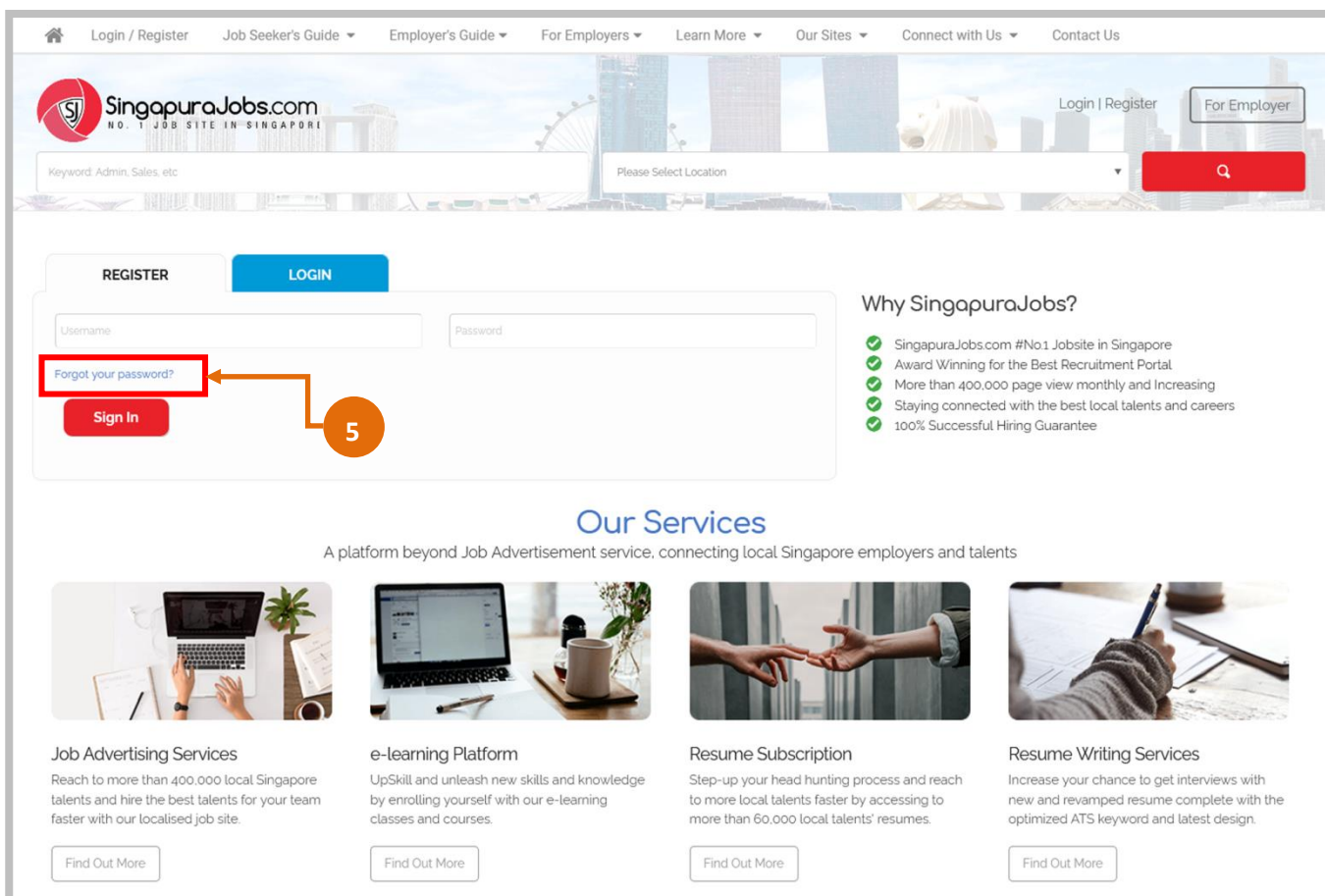
| JOB SEEKER'S LOGIN: *Where to sign-in?*



The screenshot shows the SingaporeJobs.com homepage. At the top, there is a navigation bar with links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with the text 'Keyword: Admin, Sales, etc.' and a dropdown menu for 'Please Select Location'. To the right of the search bar are links for 'Login | Register' and 'For Employer'. Below the search bar, there are two buttons: 'REGISTER' and 'LOGIN'. The 'LOGIN' button is highlighted with a blue background. Below the 'LOGIN' button, there is a form with fields for 'Username' and 'Password'. Below the 'Password' field, there is a link that says 'Forgot your password?'. Below the 'Forgot your password?' link, there is a red box containing the text 'Sign In'. An orange arrow points from a circle with the number 4 to the 'Sign In' button. Below the login form, there is a section titled 'Our Services' with a subtitle 'A platform beyond Job Advertisement service, connecting local Singapore employers and talents'. This section contains four cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each card has a description and a 'Find Out More' button.

- 1 Click '**Login/Register**' to access <https://www.SingaporeJobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Job Seeker's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

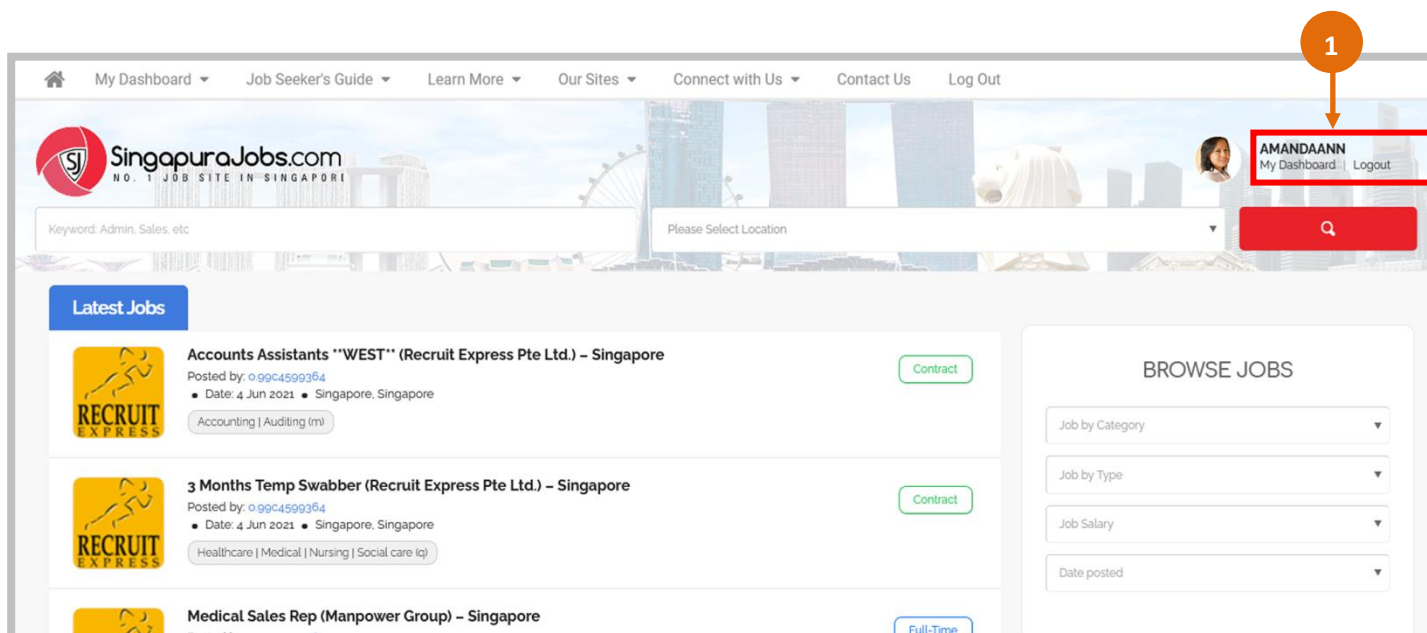
| JOB SEEKER'S LOGIN: *How to reset password?*



The screenshot shows the SingaporeJobs.com website. At the top, there's a navigation bar with links like 'Login / Register', 'Job Seeker's Guide', 'Employer's Guide', etc. Below this is a search bar with a keyword input field and a location dropdown. The main content area features a 'REGISTER' and 'LOGIN' button bar. Under the 'LOGIN' button, there are fields for 'Username' and 'Password'. A red box highlights the 'Forgot your password?' link, and an orange arrow points to it from a circle containing the number 5. To the right of the login fields, there's a section titled 'Why SingapuraJobs?' with four bullet points. Below this is a section titled 'Our Services' with four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each card has a 'Find Out More' button.

- 1 Click 'Login/Register' to access <https://www.SingapuraJobs.com/login>
- 2 Select 'LOGIN' to sign-in to your Job Seeker's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click '**Forgot your password?**' to reset your password

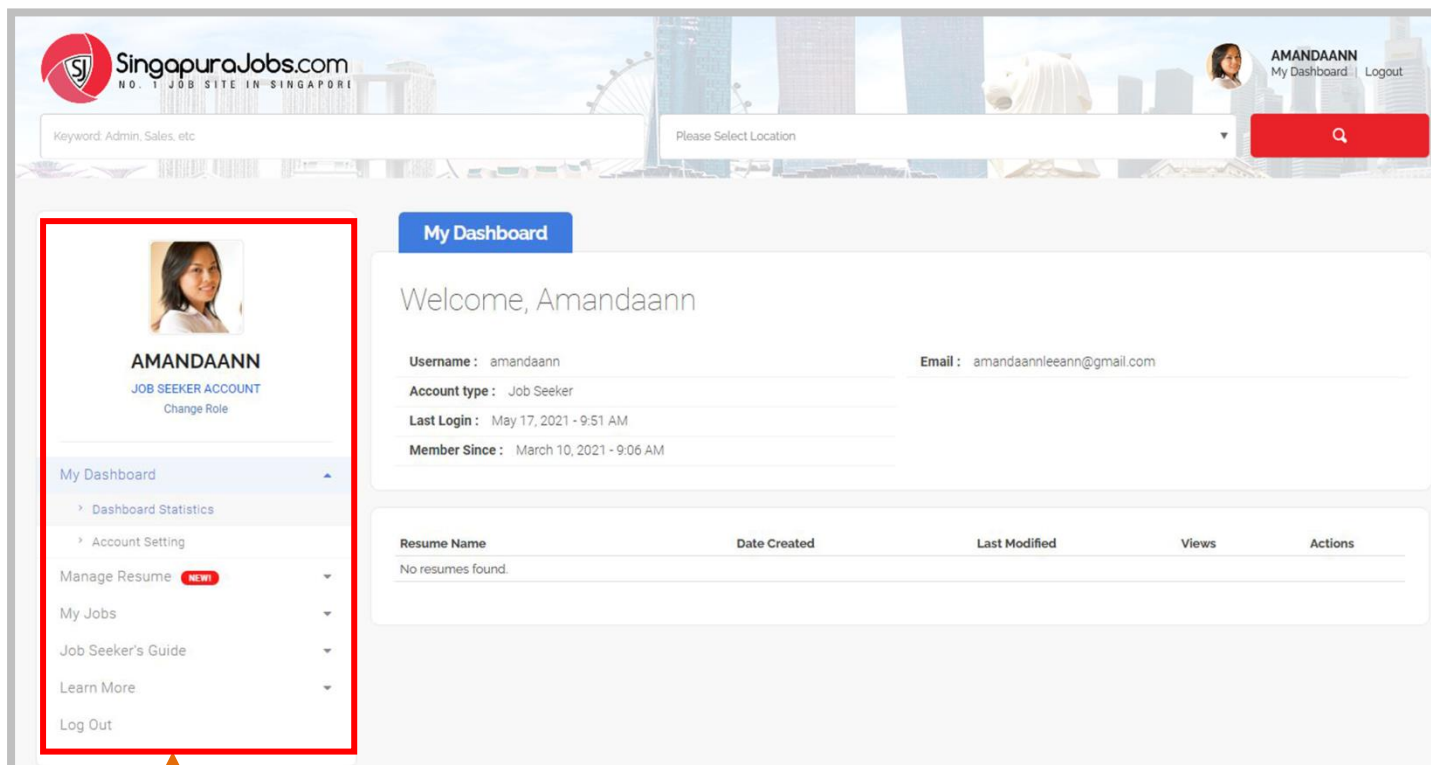
| JOB SEEKER'S DASHBOARD: *Where is My Dashboard?*



Once you are signed-in to your job seeker's account, you will notice your **User Name** appearing on the top right corner.

- 1 Click '**My Dashboard**' to proceed to access your **Dashboard**.

| JOB SEEKER'S DASHBOARD: *What's in My Dashboard?*



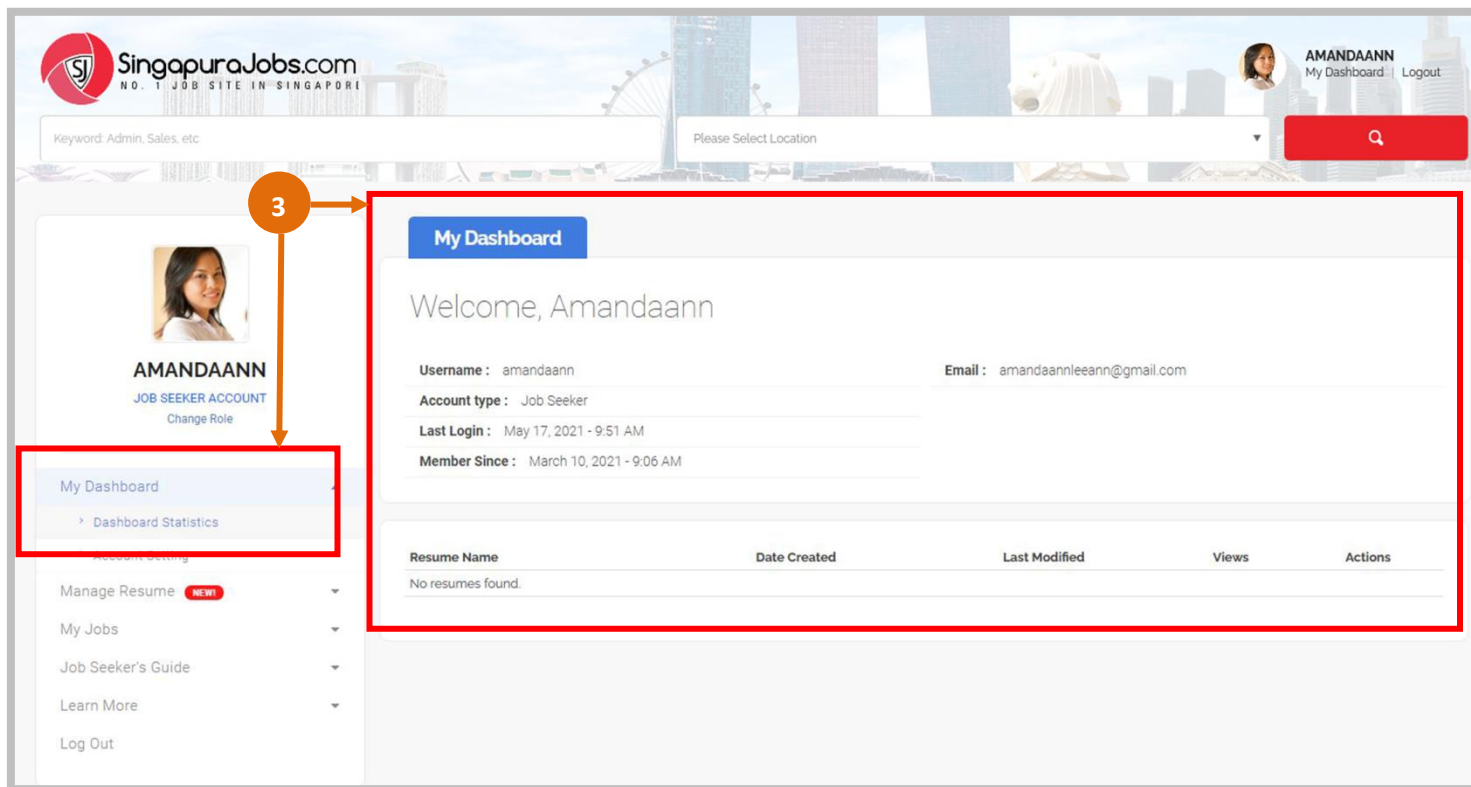
Welcome, you have now entered **'My Dashboard'**.

2

Side Navigation Bar

- Refer and use this **Side Navigation Bar** to help guide you through all job seeker-related pages that you'll like to access quickly.

| JOB SEEKER'S DASHBOARD: *Dashboard Statistics*



My Dashboard displays your job seeker account details as well as the access to view;

3

Dashboard Statistics

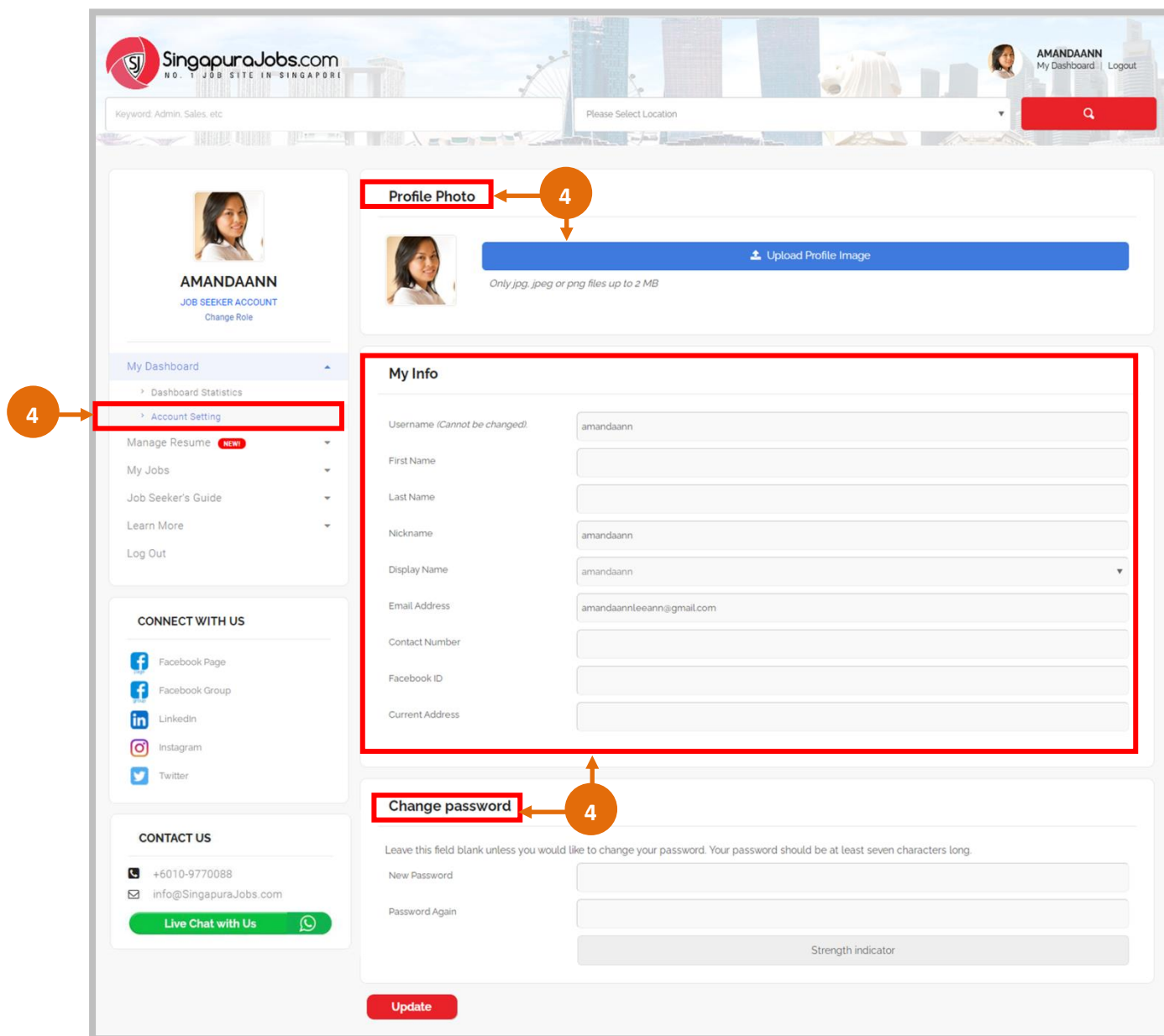
Your registered Email Address, Username, Account Type & Online Resume created

4

Account Setting

- Ensure to upload your '**Profile Photo**'
- Update your Email Address under the **My Info** section
- Change your Password

| JOB SEEKER'S DASHBOARD: *Account Setting*



SingaporeJobs.com
NO. 1 JOB SITE IN SINGAPORE

Keyword: Admin, Sales, etc. Please Select Location

AMANDAANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard

- Dashboard Statistics
- Account Setting**
- Manage Resume **NEW**
- My Jobs
- Job Seeker's Guide
- Learn More
- Log Out

CONNECT WITH US

- Facebook Page
- Facebook Group
- LinkedIn
- Instagram
- Twitter

CONTACT US

+6010-9770088
info@SingaporeJobs.com

Live Chat with Us

Profile Photo

4

Upload Profile Image

Only .jpg, .jpeg or .png files up to 2 MB

My Info

Username (Cannot be changed): amandaann

First Name

Last Name

Nickname: amandaann

Display Name: amandaann

Email Address: amandaannleeann@gmail.com

Contact Number

Facebook ID

Current Address

Change password

4

Leave this field blank unless you would like to change your password. Your password should be at least seven characters long.

New Password

Password Again

Strength indicator

Update

My Dashboard displays your job seeker account details as well as the access to view;

3

Dashboard Statistics

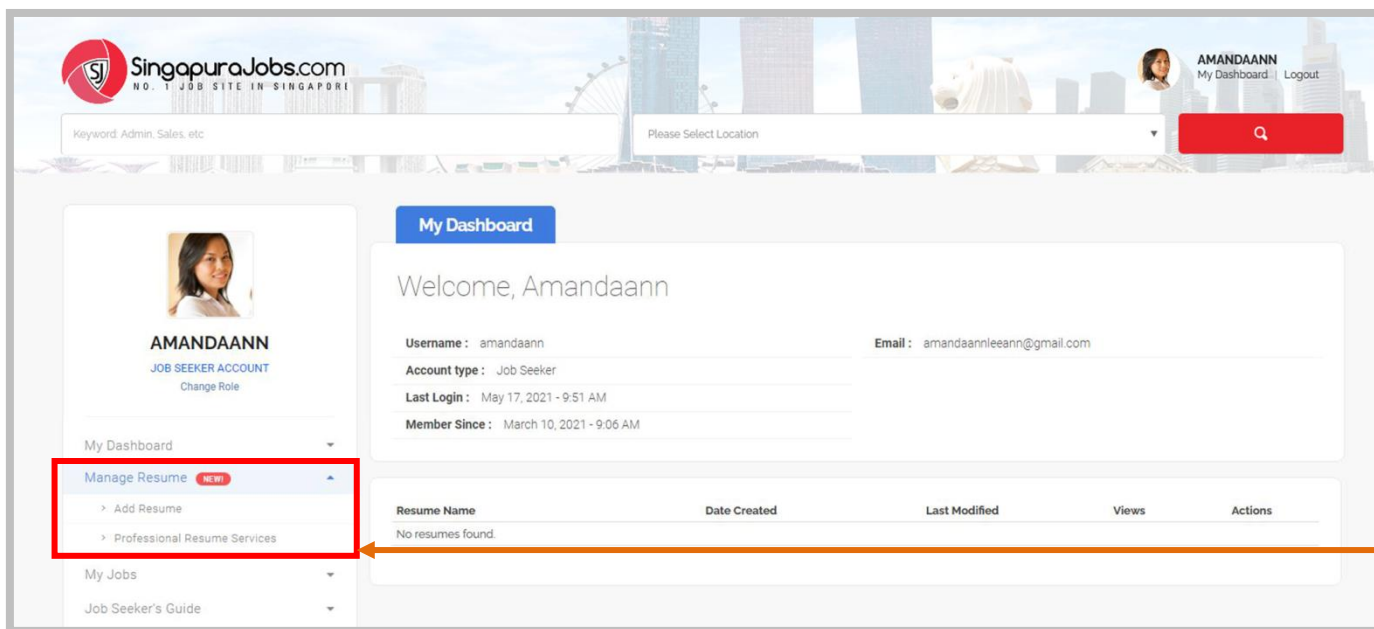
Your registered Email Address, Username, Account Type & Online Resume created

4

Account Setting

- Ensure to upload your '**Profile Photo**'
- Update your Email Address under the **My Info** section
- Change your Password

| ADD RESUME: *How to Create Online Resume?*



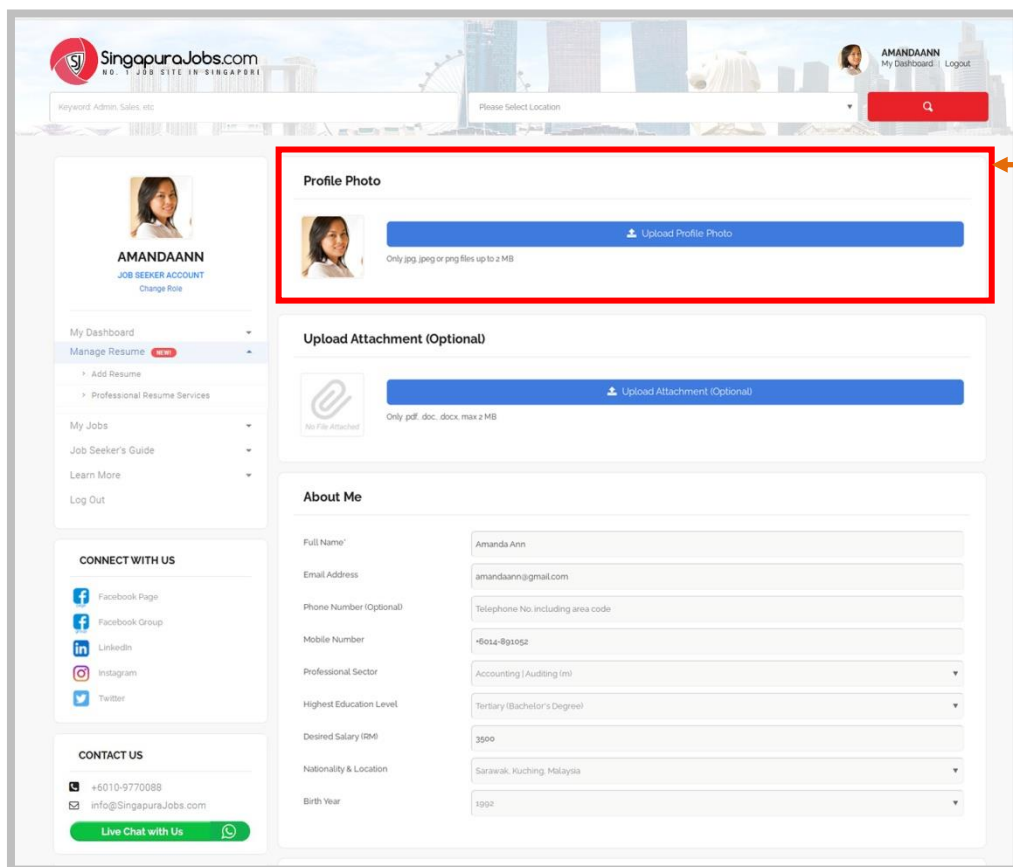
Remember to always use the **Side Navigation Bar** on the left.

> Go to '**Manage Resume**'

> Click '**Add Resume**'

You will be directed to '**Add Resume**' page to begin creating your Online Resume.

| ADD RESUME: *How to Create Online Resume?*



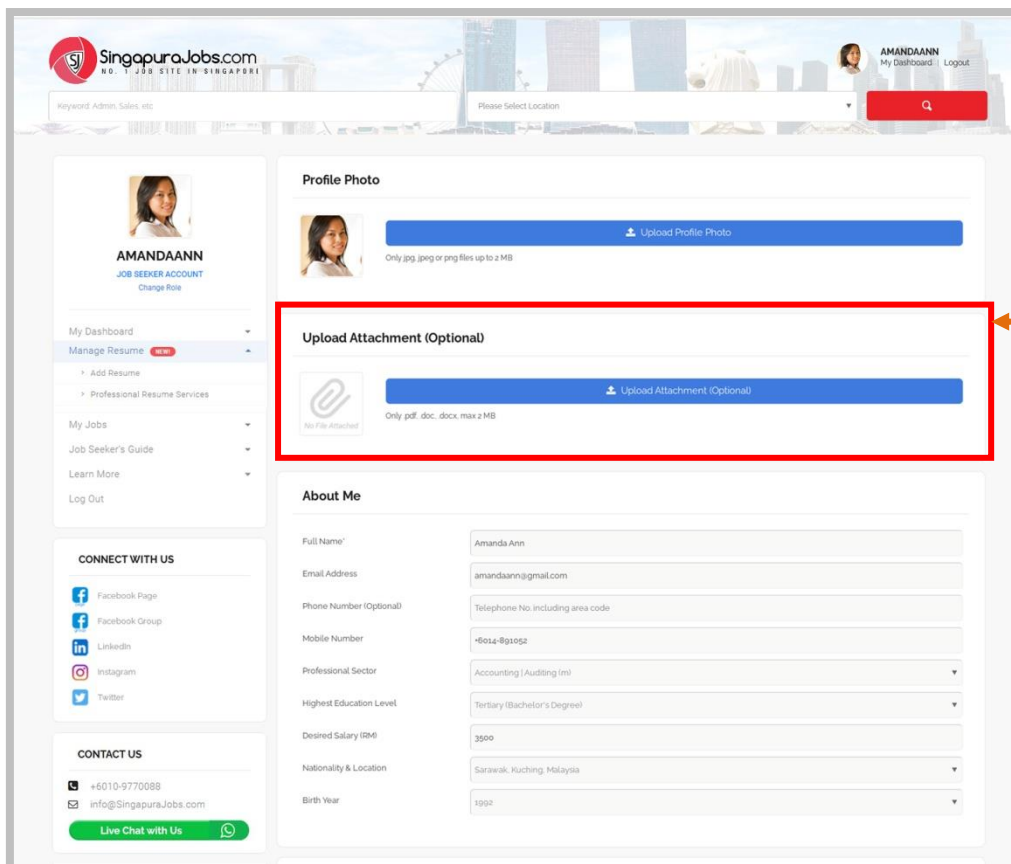
The screenshot shows the user profile page for Amanda Ann. The main content area has three sections: 'Profile Photo' (highlighted with a red box and a red arrow from step 1), 'Upload Attachment (Optional)', and 'About Me'. The 'About Me' section contains a form with fields for Full Name, Email Address, Phone Number (Optional), Mobile Number, Professional Sector, Highest Education Level, Desired Salary (RM), Nationality & Location, and Birth Year.

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
- 2 **Upload Attachment (Optional):**
Upload your supporting document (*in Word doc or pdf*)
- 3 **About Me** section: Key-in all basic information
- 4 **Spoken Language** section: Choose and tick which language skill that you possess
- 5 **Career Objective & Summary** section
- 6 **Experience** section: Include complete details of your working experience.
- 7 **Education** section: Include your education qualification
- 8 **Skills & Specialties** section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*



Profile Photo

AMANDAANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard
Manage Resume
Add Resume
Professional Resume Services

My Jobs
Job Seeker's Guide
Learn More
Log Out

CONNECT WITH US

Facebook Page
Facebook Group
LinkedIn
Instagram
Twitter

CONTACT US

+6010-9770088
info@SingaporeJobs.com
Live Chat with Us

Upload Attachment (Optional)

Only pdf, doc, docx, max 2 MB

About Me

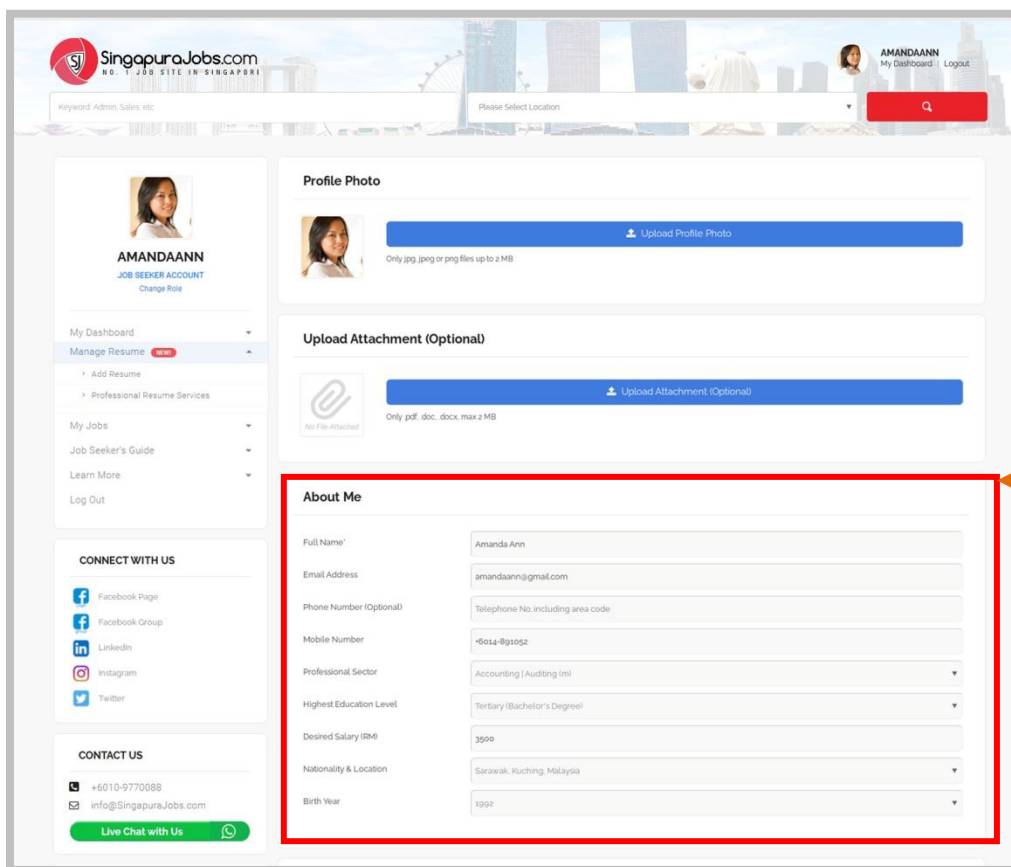
Full Name*	Amanda Ann
Email Address	amandaann@gmail.com
Phone Number (Optional)	Telephone No including area code
Mobile Number	+6014-891052
Professional Sector	Accounting Auditing (m)
Highest Education Level	Tertiary (Bachelor's Degree)
Desired Salary (RM)	3500
Nationality & Location	Sarawak, Kuching, Malaysia
Birth Year	1992

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
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- 7 **Education** section: Include your education qualification
- 8 **Skills & Specialties** section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*



The screenshot shows the user profile page for Amanda Ann. The 'About Me' section is highlighted with a red box and an arrow pointing to step 3 in the list on the right. The 'About Me' section contains the following fields:

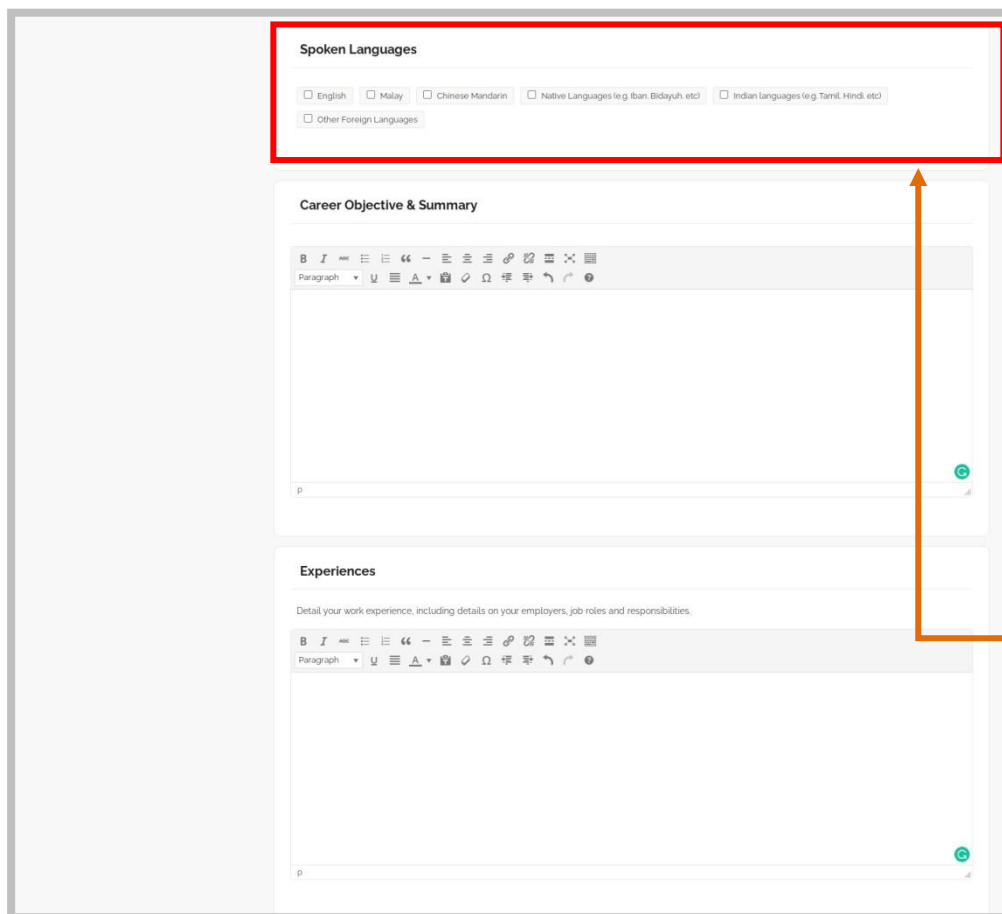
Full Name*	Amanda Ann
Email Address	amandaann@gmail.com
Phone Number (Optional)	Telephone No. including area code
Mobile Number	+6014-891052
Professional Sector	Accounting Auditing (ml)
Highest Education Level	Tertiary (Bachelor's Degree)
Desired Salary (RM)	3500
Nationality & Location	Sarawak, Kuching, Malaysia
Birth Year	1992

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
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| ADD RESUME: *How to Create Online Resume?*



Spoken Languages

☐ English
 ☐ Malay
 ☐ Chinese Mandarin
 ☐ Native Languages (e.g. Iban, Bidayuh, etc.)
 ☐ Indian languages (e.g. Tamil, Hindi, etc.)
 ☐ Other Foreign Languages

Career Objective & Summary

B I [Rich Text Editor Icons] Paragraph

 p

Experiences

Detail your work experience, including details on your employers, job roles and responsibilities.

B I [Rich Text Editor Icons] Paragraph

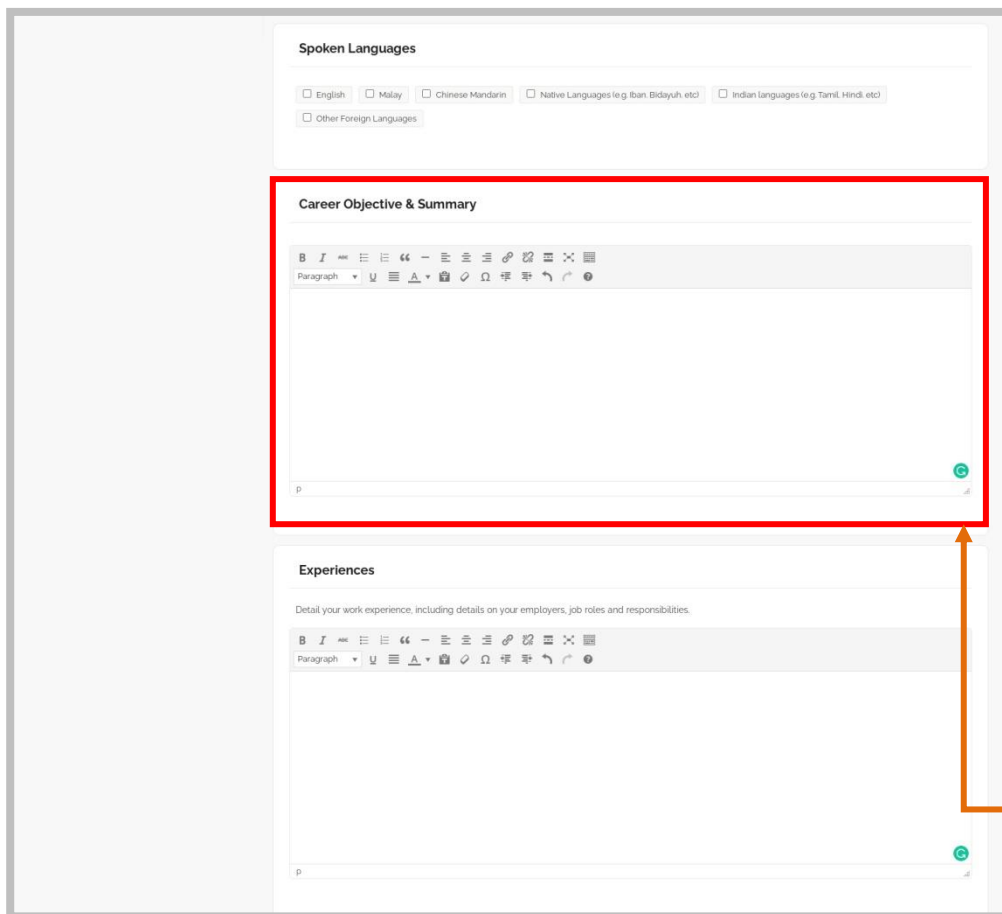
 p

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| ADD RESUME: *How to Create Online Resume?*



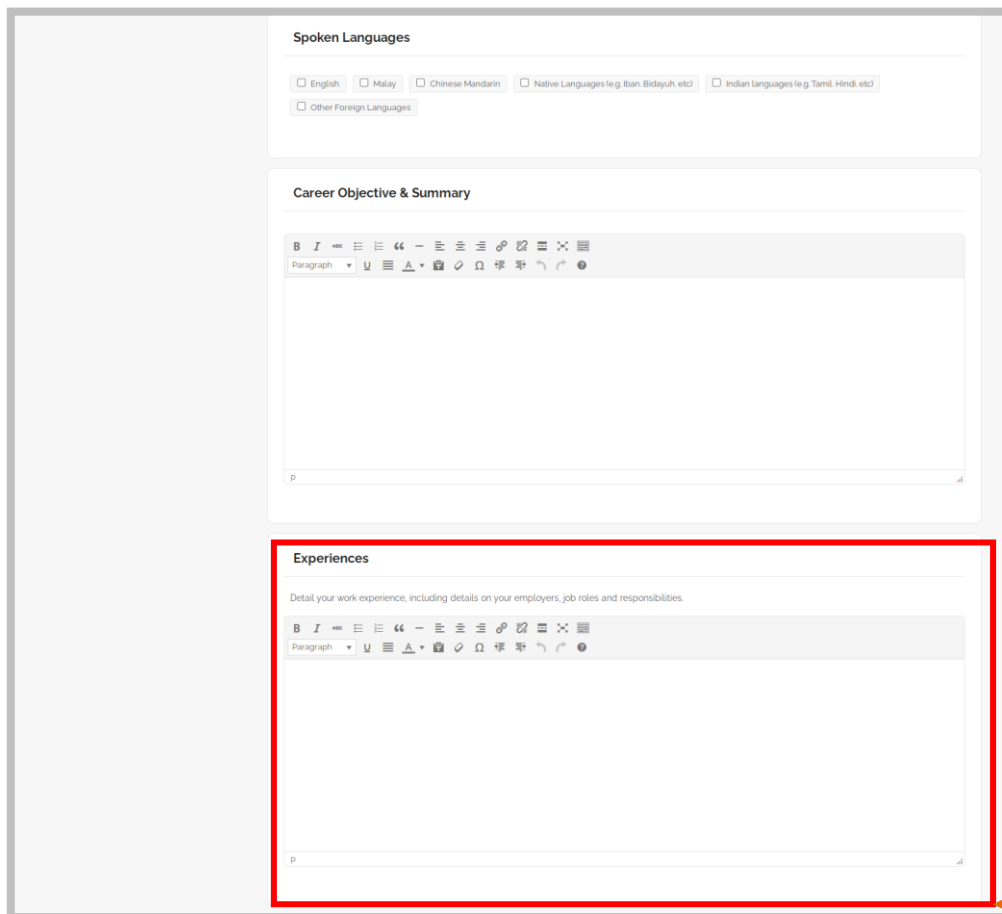
The screenshot shows a web form for creating an online resume. It includes sections for 'Spoken Languages', 'Career Objective & Summary', and 'Experiences'. The 'Career Objective & Summary' section is highlighted with a red rectangular border. An orange arrow originates from the number '5' in the instructions list and points directly to the 'Career Objective & Summary' text area.

How to Add Resume?

Follow the steps to complete the input of all essential information;

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| ADD RESUME: *How to Create Online Resume?*



How to Add Resume?

Follow the steps to complete the input of all essential information;

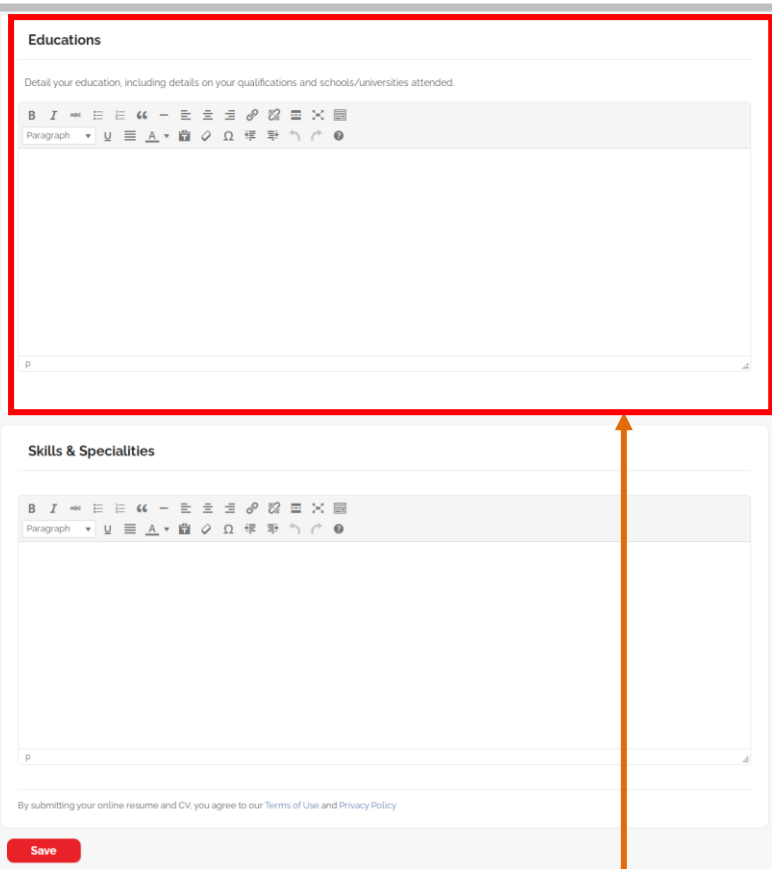
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| ADD RESUME: *How to Create Online Resume?*

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Educations

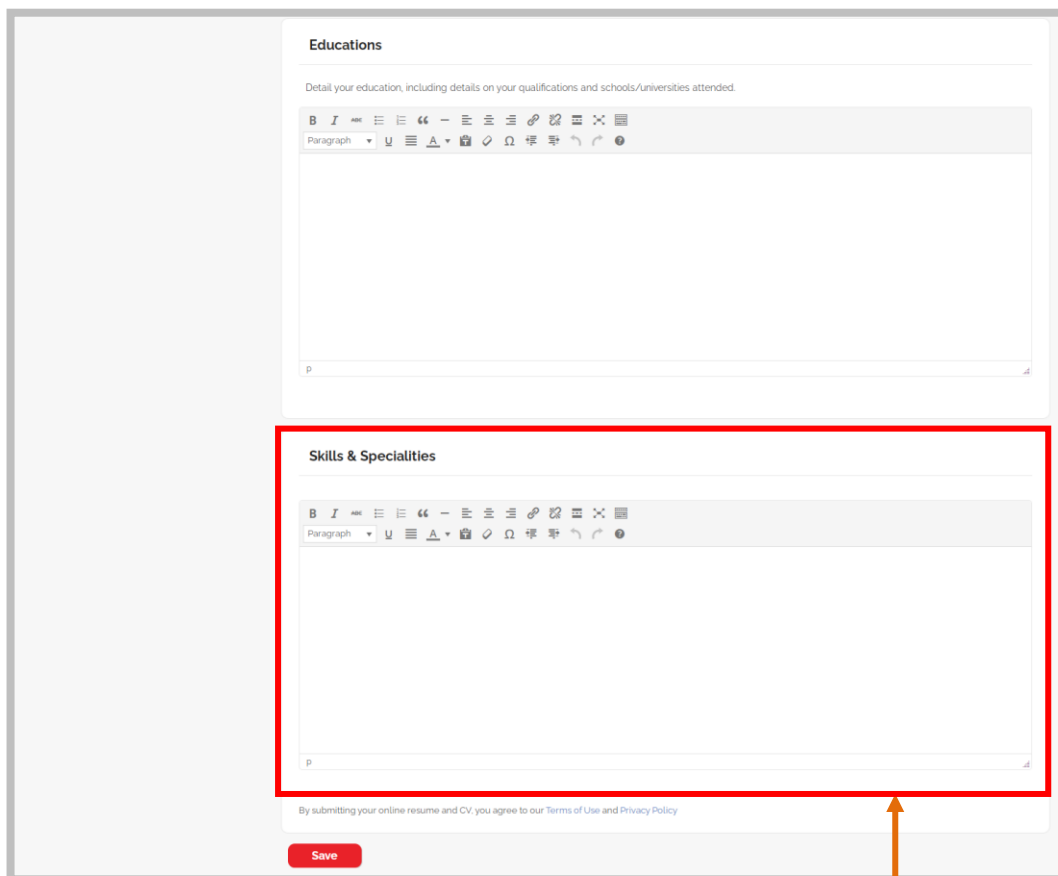
Detail your education, including details on your qualifications and schools/universities attended.

Skills & Specialties

By submitting your online resume and CV, you agree to our [Terms of Use and Privacy Policy](#)

Save

| ADD RESUME: *How to Create Online Resume?*



Educations

Detail your education, including details on your qualifications and schools/universities attended.

Skills & Specialties

By submitting your online resume and CV you agree to our [Terms of Use and Privacy Policy](#)

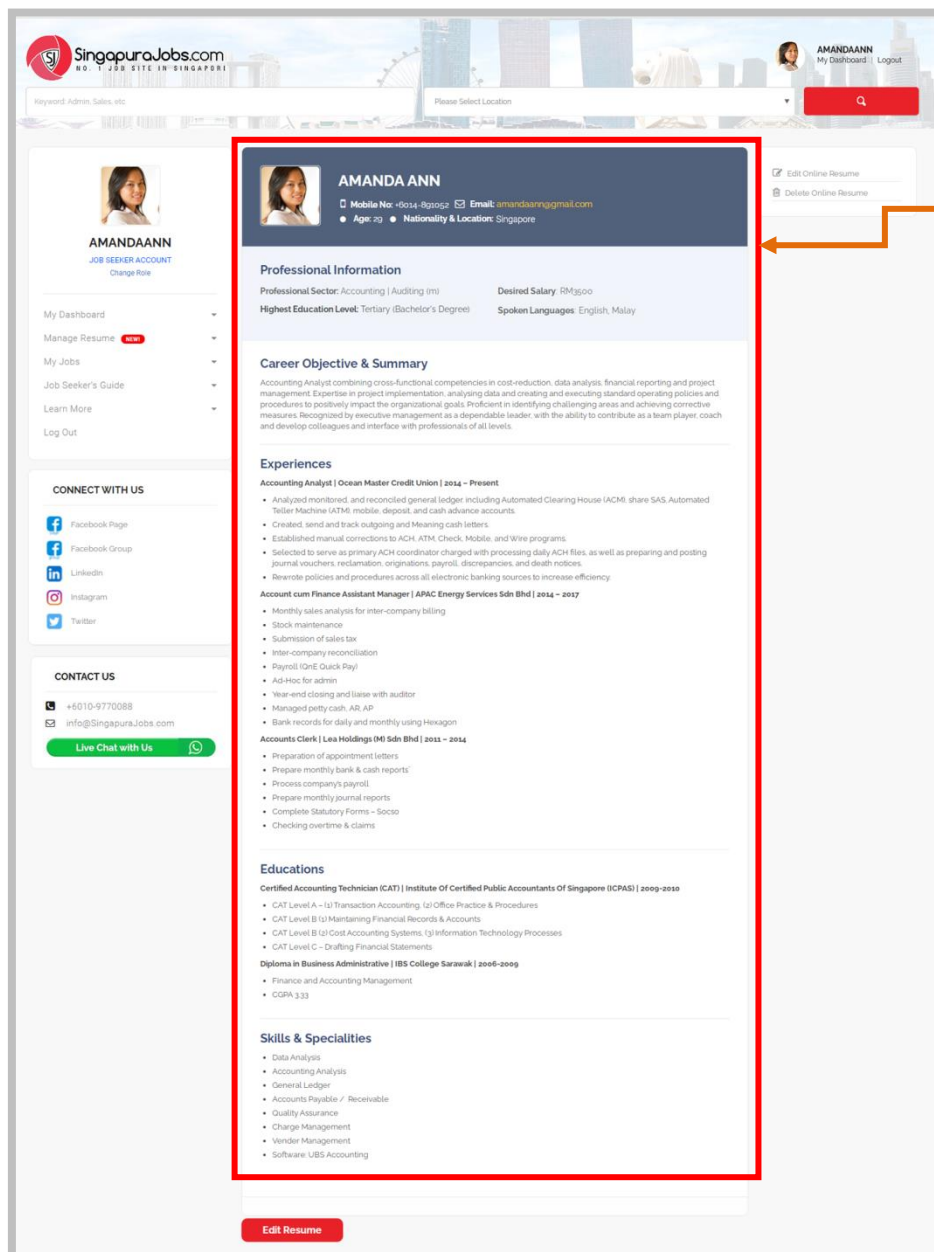
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- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 **Skills & Specialties** section: Include your Hard Skills & Soft Skills

| ADD RESUME: *Preview Online Resume*



AMANDA ANN
Mobile No: +6014-821052 Email: amandaann@gmail.com
Age: 29 Nationality & Location: Singapore

Professional Information
Professional Sector: Accounting | Auditing (m) Desired Salary: RM3500
Highest Education Level: Tertiary (Bachelor's Degree) Spoken Languages: English, Malay

Career Objective & Summary
Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analysing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences
Accounting Analyst | Ocean Master Credit Union | 2014 - Present

- Analyzed monitored, and reconciled general ledger including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile deposit, and cash advance accounts.
- Created, send and track outgoing and incoming cash letters.
- Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
- Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reconciliation, originations, payroll, discrepancies, and death notices.
- Renewed policies and procedures across all electronic banking sources to increase efficiency.

Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 - 2017

- Monthly sales analysis for inter-company billing
- Stock maintenance
- Submission of sales tax
- Inter-company reconciliation
- Payroll (QNE Quick Pay)
- Ad-Hoc for admin
- Year-end closing and liaise with auditor
- Managed petty cash, AR, AP
- Bank records for daily and monthly using Hexagon

Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2011 - 2014

- Preparation of appointment letters
- Prepare monthly bank & cash reports
- Process company's payroll
- Prepare monthly journal reports
- Complete Statutory Forms - Socso
- Checking overtime & claims

Educations
Certified Accounting Technician (CAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010

- CAT Level A - (a) Transaction Accounting, (2) Office Practice & Procedures
- CAT Level B (1) Maintaining Financial Records & Accounts
- CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes
- CAT Level C - Drafting Financial Statements

Diploma in Business Administration | IBS College Sarawak | 2006-2009

- Finance and Accounting Management
- CGPA 3.33

Skills & Specialities

- Data Analysis
- Accounting Analysis
- General Ledger
- Accounts Payable / Receivable
- Quality Assurance
- Charge Management
- Vender Management
- Software: UBS Accounting

Edit Resume

Upon submission of all Resume details, you will be directed to your completed **Online Resume page**.

Review your Online Resume; ensure all information are accurate

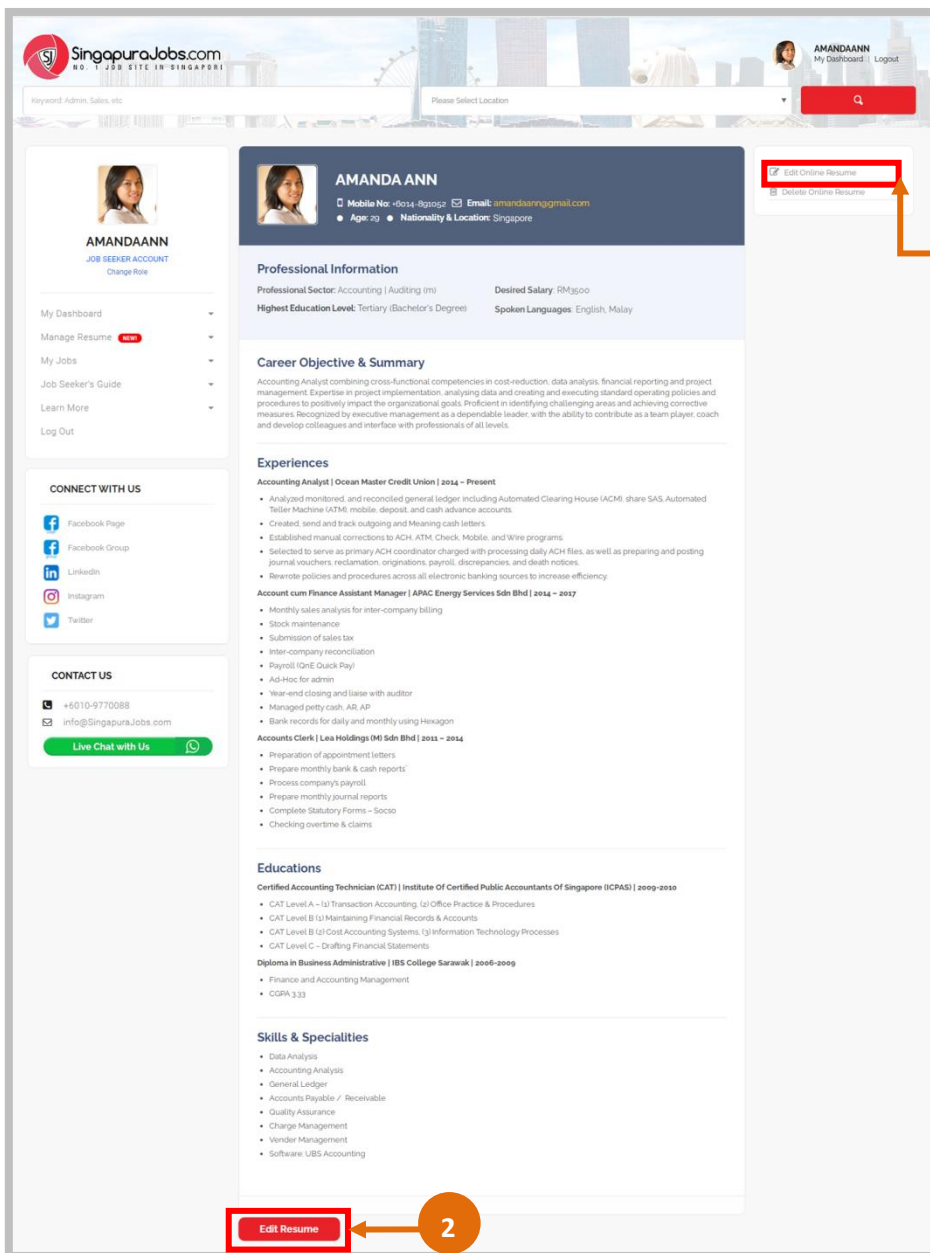
Edit Online Resume to make amendment on your resume

Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

| ADD RESUME: *Preview Online Resume*



AMANDA ANN
Mobile No: +65 9 8955555 | Email: amandann@gmail.com
Age: 29 | Nationality & Location: Singapore

Professional Information
Professional Sector: Accounting | Auditing (m) | Desired Salary: RM3600
Highest Education Level: Tertiary (Bachelor's Degree) | Spoken Languages: English, Malay

Career Objective & Summary
Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analyzing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences
Accounting Analyst | Ocean Master Credit Union | 2014 - Present

- Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile, deposit, and cash advance accounts.
- Created, send and track outgoing and Meaning cash letters.
- Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
- Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamations, originations, payroll, discrepancies, and death notices.
- Rewrote policies and procedures across all electronic banking sources to increase efficiency.

Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 - 2017

- Monthly sales analysis for inter-company billing
- Stock maintenance
- Submission of sales tax
- Inter-company reconciliation
- Payroll (QnE Quick Pay)
- Ad-Hoc for admin
- Year-end closing and liaise with auditor
- Managed petty cash, AR, AP
- Bank records for daily and monthly using Hexagon

Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2011 - 2014

- Preparation of appointment letters
- Prepare monthly bank & cash reports
- Process company's payroll
- Prepare monthly journal reports
- Complete Statutory Forms - Socso
- Checking overtime & claims

Educations
Certified Accounting Technician (CAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010

- CAT Level A - 1st Transaction Accounting, 1st Office Practice & Procedures
- CAT Level B 1st Maintaining Financial Records & Accounts
- CAT Level B 2nd Cost Accounting Systems, 3rd Information Technology Processes
- CAT Level C - Drafting Financial Statements

Diploma in Business Administrative | IBS College Sarawak | 2006-2009

- Finance and Accounting Management
- CGPA 3.33

Skills & Specialities

- Data Analysis
- Accounting Analysis
- General Ledger
- Accounts Payable / Receivable
- Quality Assurance
- Charge Management
- Vendor Management
- Software: UBS Accounting

CONNECT WITH US
Facebook Page, Facebook Group, LinkedIn, Instagram, Twitter

CONTACT US
+6010-9770088
info@SingaporeJobs.com
Live Chat with Us

Upon submission of all Resume details, you will be directed to your completed Online Resume page.

1 Review your Online Resume; ensure all information are accurate

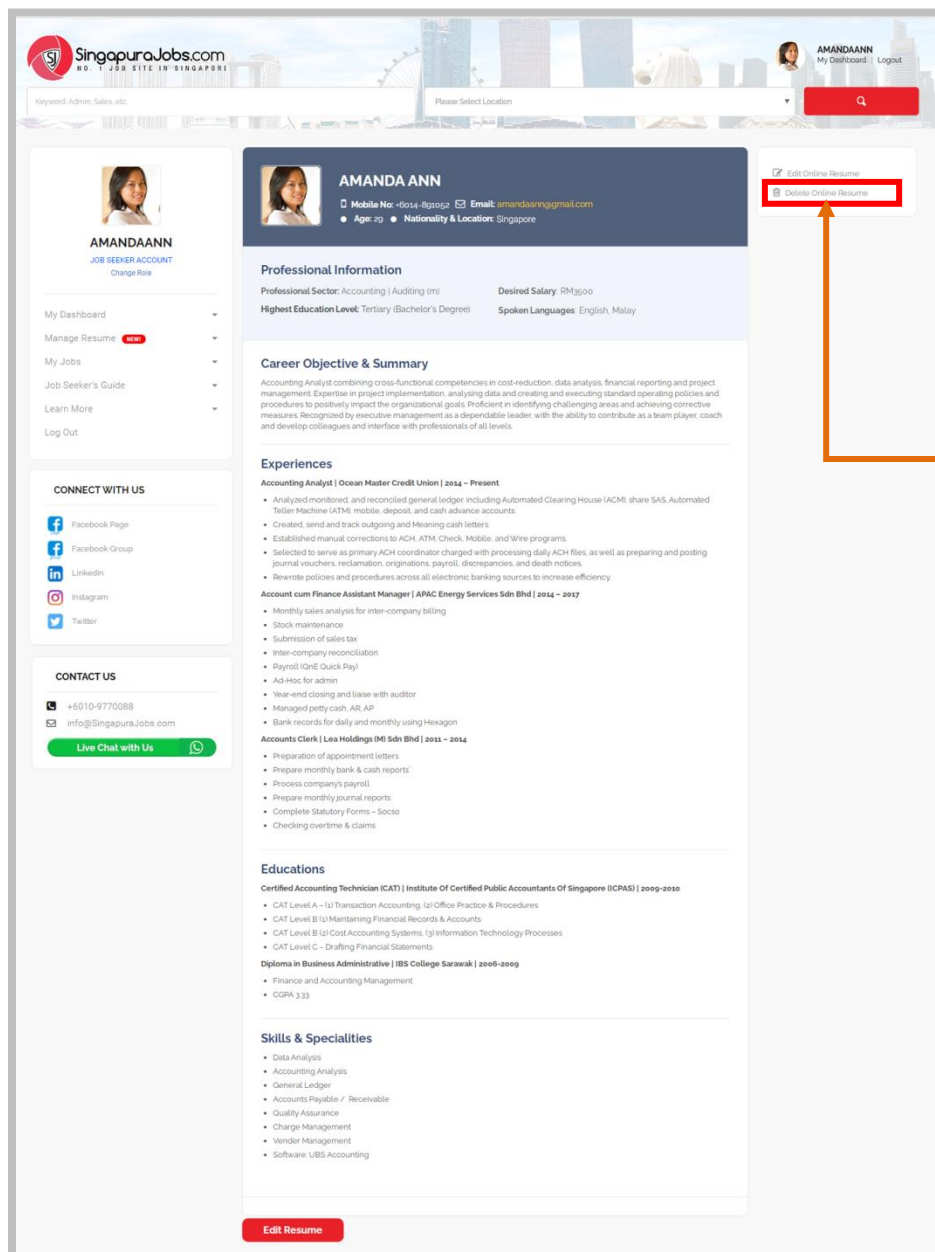
2 **Edit Online Resume** to make amendment on your resume

3 Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

| ADD RESUME: *Preview Online Resume*



AMANDA ANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard
Manage Resume
My Jobs
Job Seeker's Guide
Learn More
Log Out

CONNECT WITH US
Facebook Page
Facebook Group
LinkedIn
Instagram
Twitter

CONTACT US
+6010-9770088
info@SingaporeJobs.com
Live Chat with Us

AMANDA ANN
Mobile No: +6014-8910162 Email: amandaann@gmail.com
Age: 29 Nationality & Location: Singapore

Professional Information
Professional Sector: Accounting | Auditing (m) Desired Salary: RM1500
Highest Education Level: Tertiary (Bachelor's Degree) Spoken Languages: English, Malay

Career Objective & Summary
Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analysing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences
Accounting Analyst | Ocean Master Credit Union | 2014 - Present

- Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile, deposit, and cash advance accounts.
- Created, send and track outgoing and incoming cash letters.
- Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
- Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamation, originations, payroll, discrepancies, and death notices.
- Revised policies and procedures across all electronic banking sources to increase efficiency.

Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 - 2017

- Monthly sales analysis for inter-company billing.
- Stock maintenance.
- Submission of sales tax.
- Inter-company reconciliation.
- Payroll (QNE Quick Pay).
- Ad-Hoc for admin.
- Year-end closing and liaise with auditor.
- Managed petty cash, AR, AP.
- Bank records for daily and monthly using Hexagon.

Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2011 - 2014

- Preparation of appointment letters.
- Prepare monthly bank & cash reports.
- Process company's payroll.
- Prepare monthly journal reports.
- Complete Statutory Forms - Socio.
- Checking overtime & claims.

Educations
Certified Accounting Technician (CAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010

- CAT Level A - (1) Transaction Accounting, (2) Office Practice & Procedures.
- CAT Level B (1) Maintaining Financial Records & Accounts.
- CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes.
- CAT Level C - Drafting Financial Statements.

Diploma in Business Administration | IBS College Sarawak | 2008-2009

- Finance and Accounting Management.
- CGPA: 3.33.

Skills & Specialities

- Data Analysis.
- Accounting Analysis.
- General Ledger.
- Accounts Payable / Receivable.
- Quality Assurance.
- Charge Management.
- Vendor Management.
- Software: UBS Accounting.

Edit Resume

Upon submission of all Resume details, you will be directed to your completed Online Resume page.

1

Review your Online Resume; ensure all information are accurate

2

Edit Online Resume to make amendment on your resume

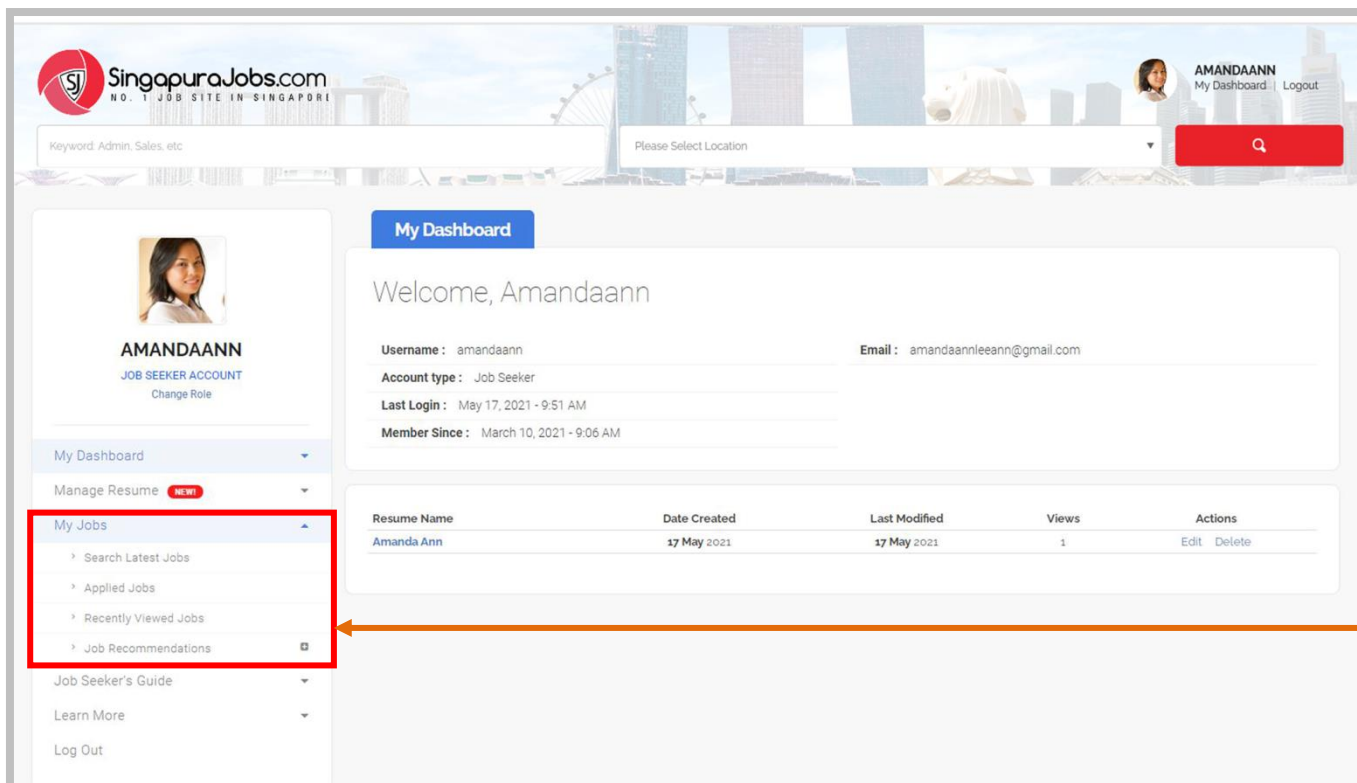
3

Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

| MY JOBS: How to Search Latest Jobs?



SingaporeJobs.com
NO. 1 JOB SITE IN SINGAPORE

Keyword: Admin, Sales, etc

Please Select Location

AMANDAANN
My Dashboard | Logout

My Dashboard

Welcome, Amandaann

Username: amandaann Email: amandaannleeann@gmail.com

Account type: Job Seeker

Last Login: May 17, 2021 - 9:51 AM

Member Since: March 10, 2021 - 9:06 AM

Resume Name	Date Created	Last Modified	Views	Actions
Amanda Ann	17 May 2021	17 May 2021	1	Edit Delete

My Jobs

- > Search Latest Jobs
- > Applied Jobs
- > Recently Viewed Jobs
- > Job Recommendations

Job Seeker's Guide

Learn More

Log Out

Remember to always use the **Side Navigation Bar** on the left.

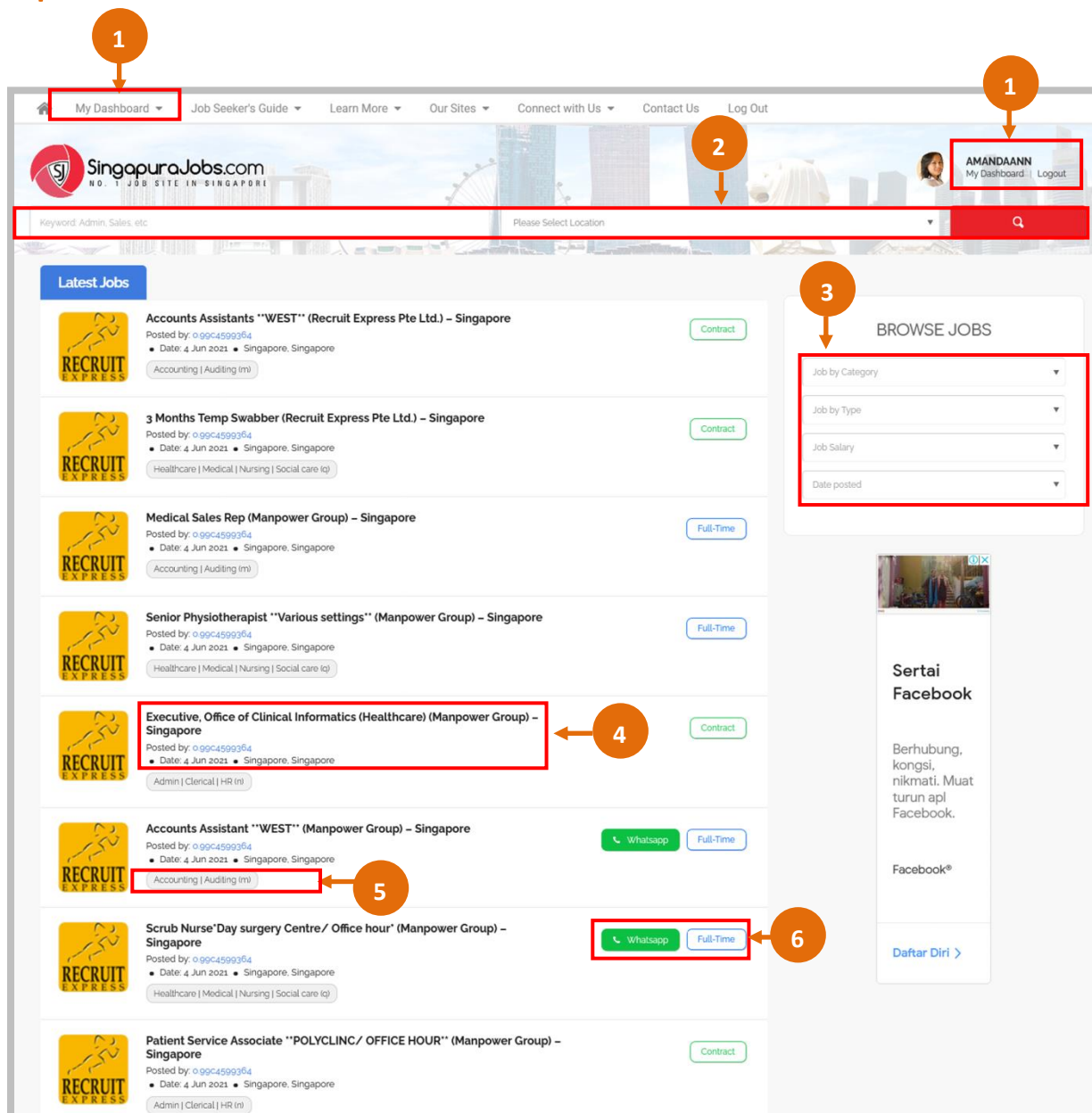
> Go to 'My Jobs'

> Click '**Search Latest Jobs**' You will be directed to the **Latest Jobs** page to begin your job search.

Or go to the **Latest Jobs** page:

<https://www.SingaporeJobs.com/latest-jobs/>

| MY JOBS: *How to Search Latest Jobs?*



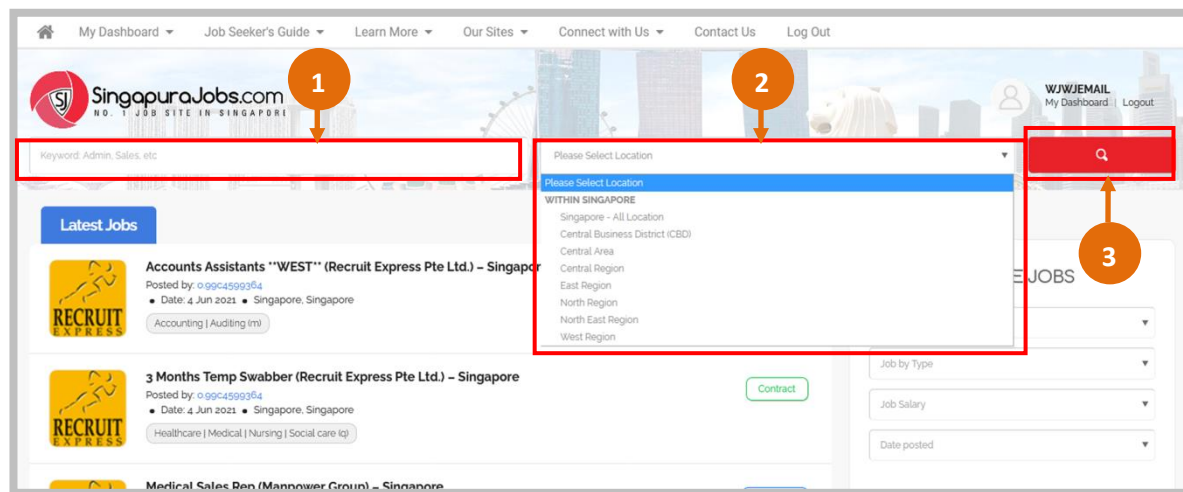
The screenshot shows the SingapuraJobs.com homepage. Numbered callouts indicate the following features:

- 1** My Dashboard button: Located in the top navigation bar.
- 2** Search Function section: Includes a search bar with a dropdown for location and a search button.
- 3** Browse Jobs section: A sidebar with filters for Job by Category, Job by Type, Job Salary, and Date posted.
- 4** Each Job Ad displays information such as: Job Title & Location, Company Name, and Date posted.
- 5** Job Category for each Job: Clickable buttons below job listings that direct to relevant jobs (e.g., Accounting | Auditing (m) / General Work (s)).
- 6** Job Type button display: Buttons for job types like Full-Time, Part-Time, Contract, and WhatsApp.

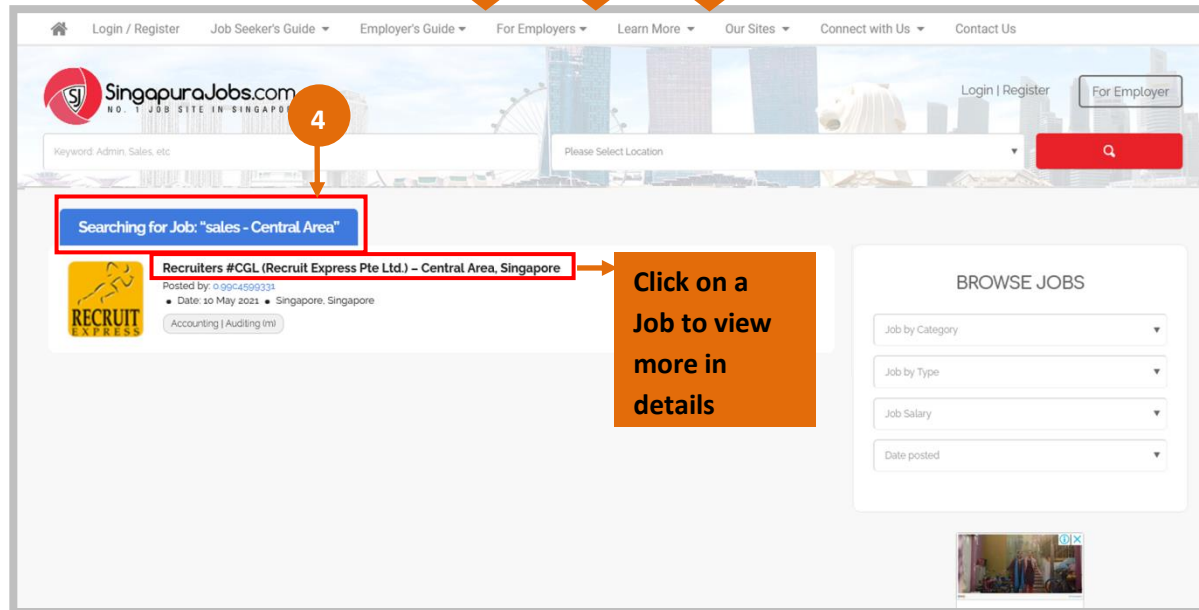
On the Latest Jobs Page, it will display all available jobs. Below is an overview guide.

- 1 My Dashboard button:**
Click to return to your Dashboard
- 2 Search Function section:**
Search jobs via Key words & Location
See more tips on page 24
- 3 Browse Jobs section:**
Search jobs via Job Category, Job Type, etc.
See more tips on page 25
- 4 Each Job Ad displays information such as:**
 - > Job Title & Location
 - > Company Name
 - > Date posted*Click on **Job Title** to view more job information*
- 5 Job Category for each Job:**
Clickable Button that directs you to relevant jobs
ie: Accounting | Auditing (m) / General Work (s)
- 6 Job Type button display:**
ie: Full Time / Part Time / Whatsapp / Contract and etc.
NOTE: 'Whatsapp' button indicates the job ad can be applied via WhatsApp

| MY JOBS: *How to Search Latest Jobs?*



Instant Search Results



On the Latest Jobs Page, simply begin to search for jobs through **Keywords & Location**:

1

Keywords section:

Key-in the Job Category/ Company Name that you wish search for

i.e. **Account**

2

Location section:

Search jobs based on your preferred location

i.e. **Central Area**

3

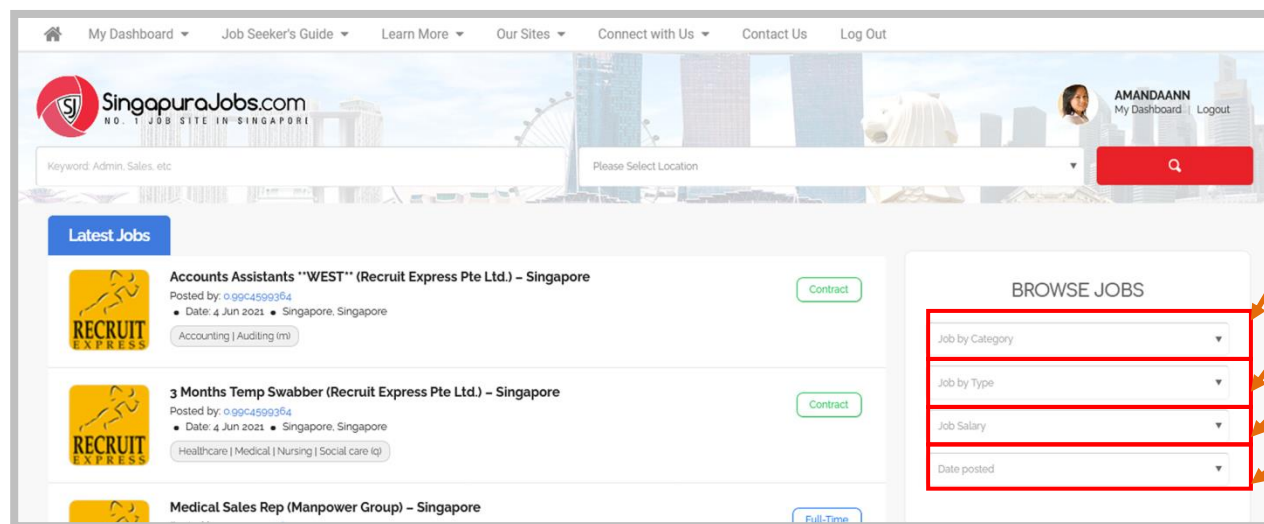
Click on the '**RED**' button to generate the Search result

4

'Instant Search Results'

Related job ads based on your 'keyword' used and 'Location' selected are displayed instantly

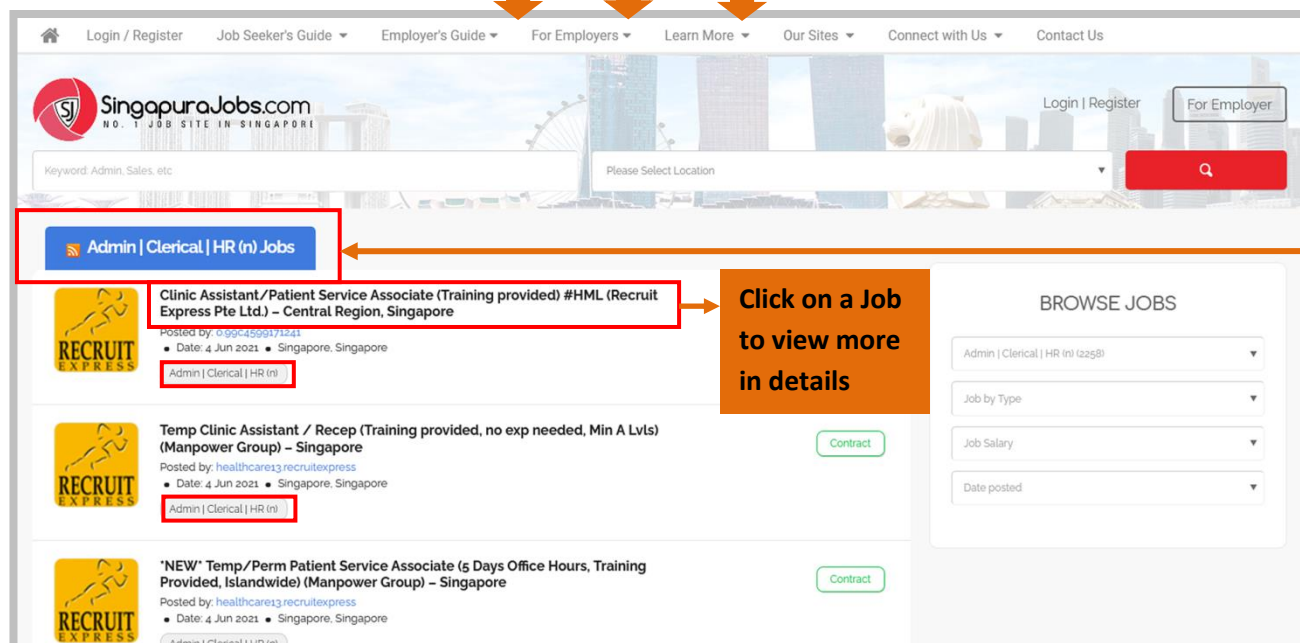
| MY JOBS: Search Jobs using 'Browse Jobs' function



On the 'Latest Jobs' page, **BROWSE** and filter jobs based on any 4 selections;

- 1 **Job Category** (ie: Accounting | Auditing (m) / Admin | Clerical | HR (n), etc)
- 2 **Job Type** (full time, internship, part-time, etc)
- 3 **Job Salary**
- 4 **Date posted**

Instant Search Results

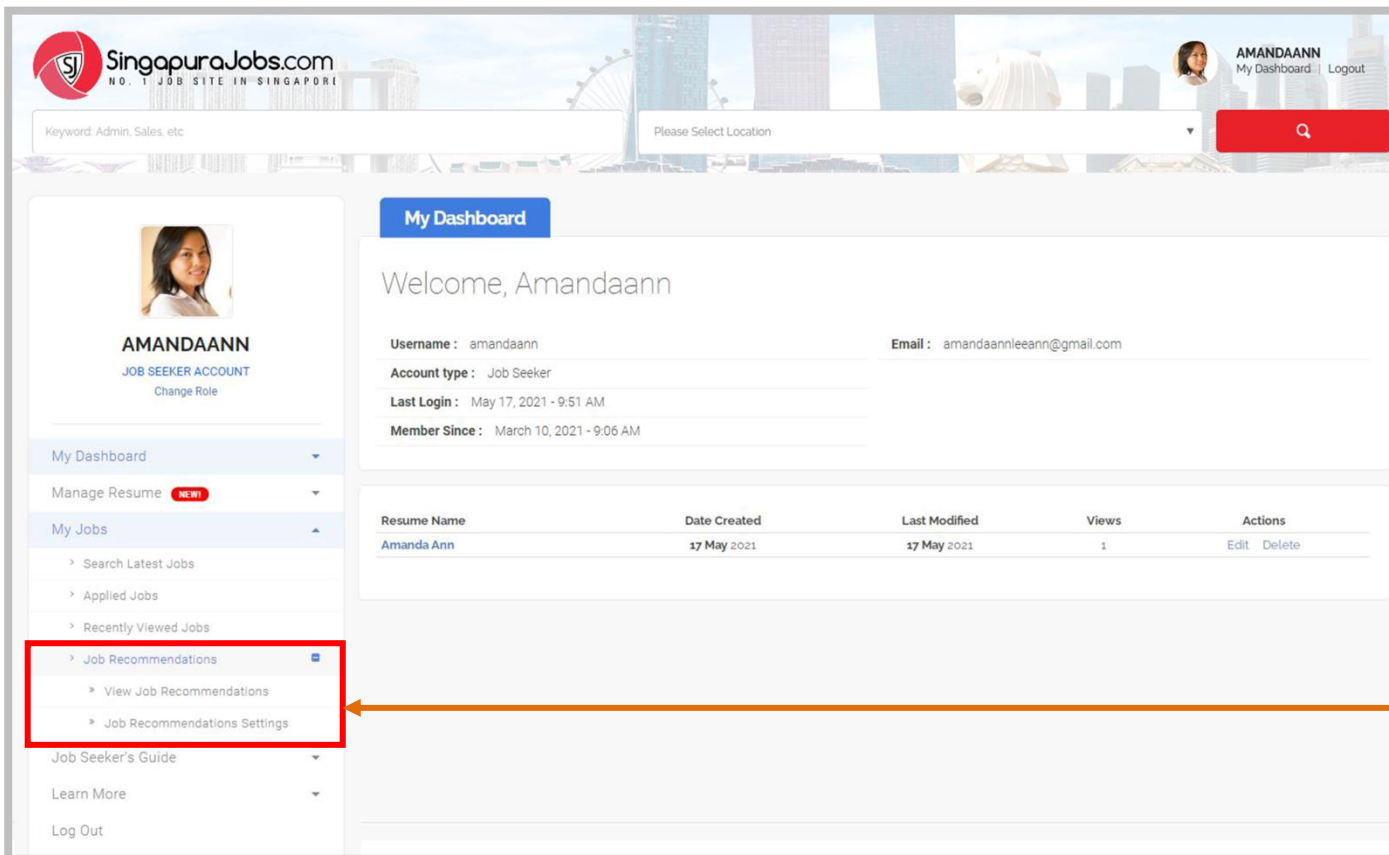


Once a selection is chosen, it will instantly generate the search results

Left Image shows the example when you browse jobs using **JOB BY CATEGORY**

Admin | Clerical | HR (n) Jobs are displayed

| MY JOBS: *Job Recommendations*



My Dashboard

Welcome, Amandaann

Username: amandaann Email: amandaannleeann@gmail.com

Account type: Job Seeker

Last Login: May 17, 2021 - 9:51 AM

Member Since: March 10, 2021 - 9:06 AM

Resume Name	Date Created	Last Modified	Views	Actions
Amanda Ann	17 May 2021	17 May 2021	1	Edit Delete

Left Sidebar Menu:

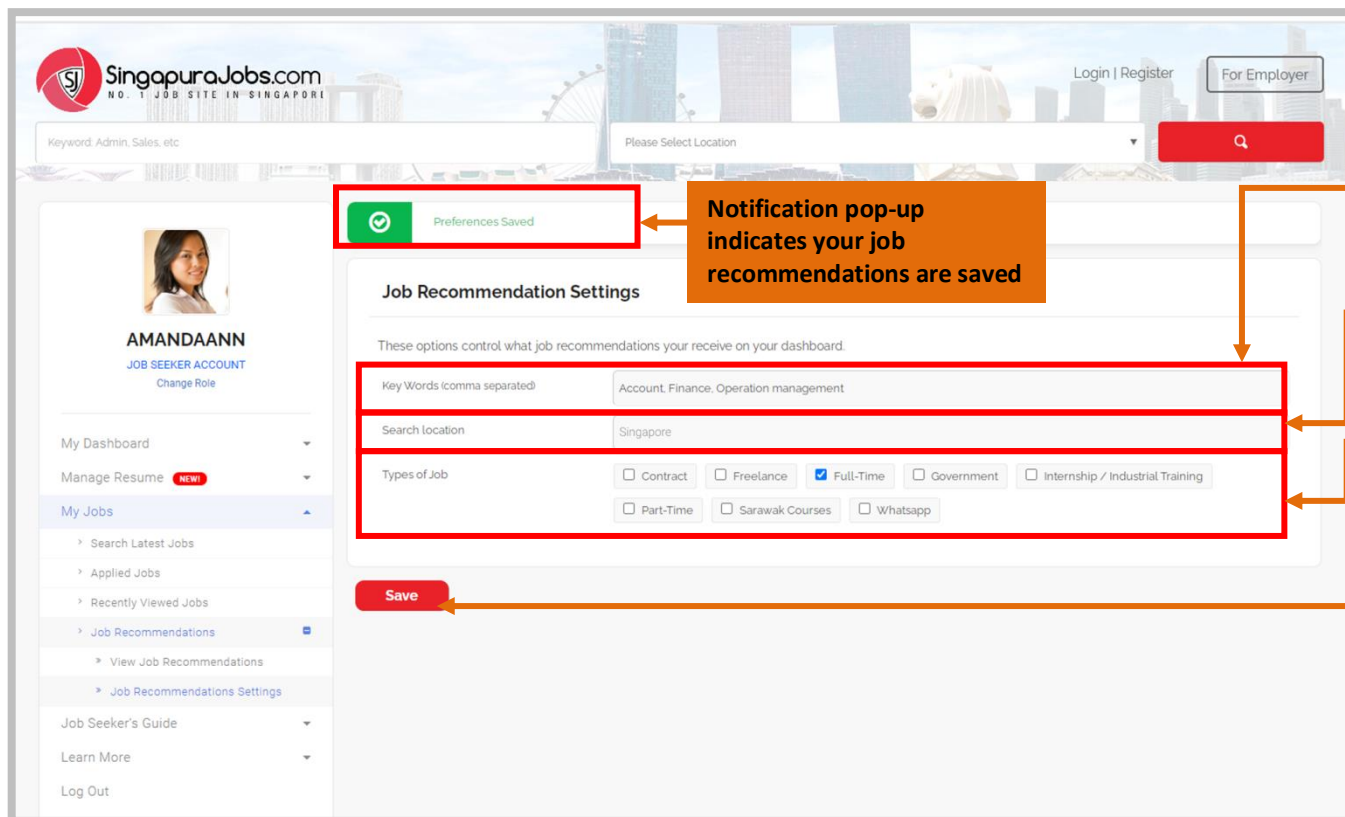
- My Dashboard
- Manage Resume **NEW!**
- My Jobs
 - Search Latest Jobs
 - Applied Jobs
 - Recently Viewed Jobs
 - Job Recommendations**
 - View Job Recommendations
 - Job Recommendations Settings
- Job Seeker's Guide
- Learn More
- Log Out

Update your **Job Recommendations** settings (**Job Category, Job Type and Preferred Location**) and you'll get to select the best jobs accordance to your preference

On your **DASHBOARD**,

- Go to 'Job Recommendations'
- Click 'Job Recommendations Settings'

| MY JOBS: *Job Recommendations Settings*



Job Recommendation Settings

These options control what job recommendations your receive on your dashboard.

Key Words (comma separated) Account, Finance, Operation management

Search location Singapore

Types of Job

☐ Contract ☐ Freelance ☒ Full-Time ☐ Government ☐ Internship / Industrial Training

☐ Part-Time ☐ Sarawak Courses ☐ Whatsapp

Save

Notification pop-up indicates your job recommendations are saved

Update your **Job Recommendations** settings (**Job Category, Job Type and Preferred Location**) and you'll get to select the best jobs accordance to your preference

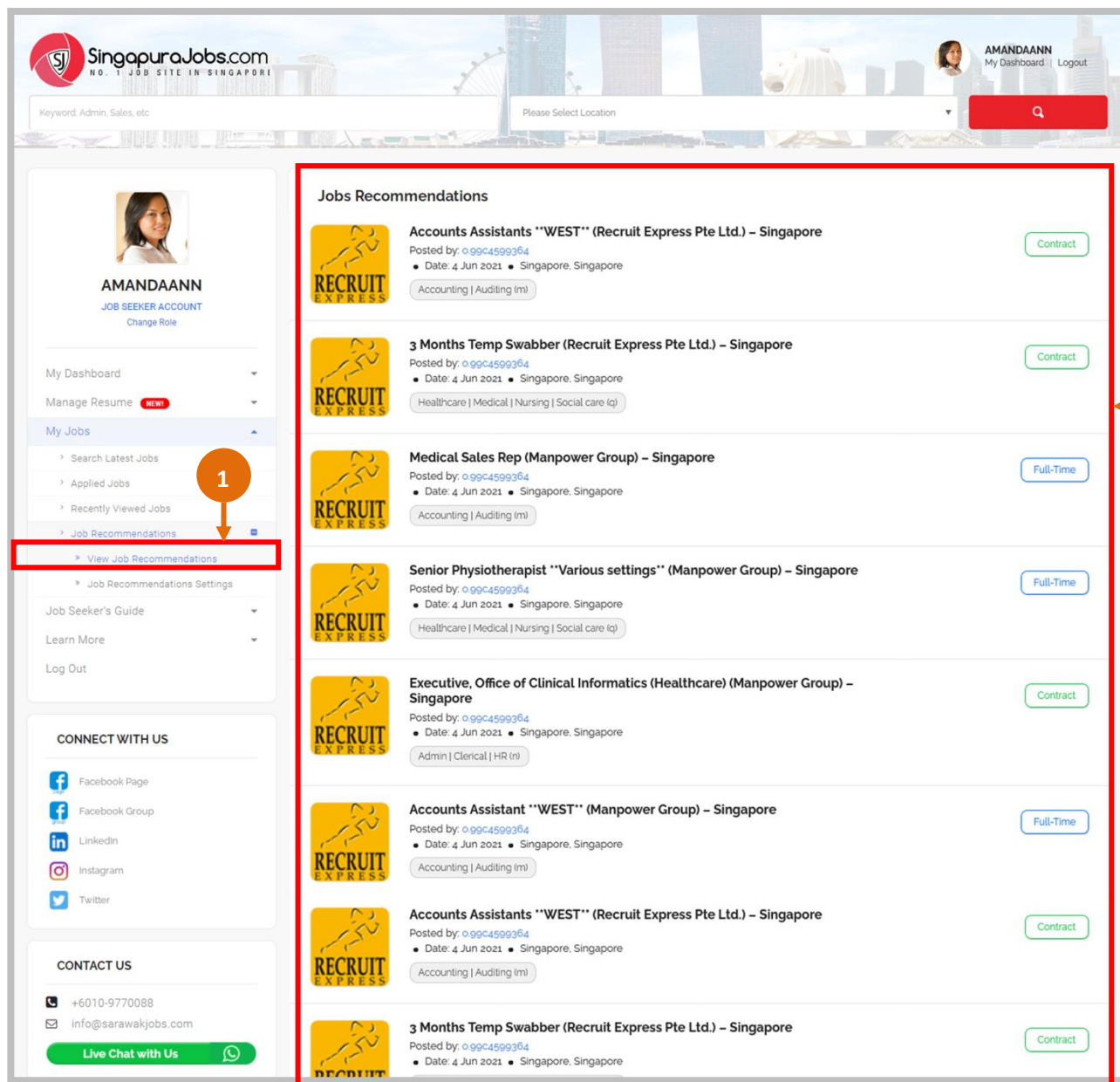
Key Words section: Key-in the '**Job Category**' keywords (i.e. Admin, Account, Engineering)

Search Location section: Include your preferred **Location** (i.e. Singapore, etc)

Job Type section:
Select the preferred **Job Type** (i.e. Full Time, Part Time, Contract etc).

Click **Save** to save your changes

| MY JOBS: *View Job Recommendations*



The screenshot shows the user dashboard for AMANDAANN. The left sidebar contains navigation links: My Dashboard, Manage Resume, My Jobs, Search Latest Jobs, Applied Jobs, Recently Viewed Jobs, Job Recommendations (highlighted with a red box and a circled '1'), View Job Recommendations, Job Recommendations Settings, Job Seeker's Guide, Learn More, and Log Out. The main content area displays a list of job recommendations, each with a RECRUIT EXPRESS logo, job title, location, date, and a button indicating the job type (Contract or Full-Time).

Job Title	Location	Date	Job Type
Accounts Assistants "WEST" (Recruit Express Pte Ltd.)	Singapore	4 Jun 2021	Contract
3 Months Temp Swabber (Recruit Express Pte Ltd.)	Singapore	4 Jun 2021	Contract
Medical Sales Rep (Manpower Group)	Singapore	4 Jun 2021	Full-Time
Senior Physiotherapist "Various settings" (Manpower Group)	Singapore	4 Jun 2021	Full-Time
Executive, Office of Clinical Informatics (Healthcare) (Manpower Group)	Singapore	4 Jun 2021	Contract
Accounts Assistant "WEST" (Manpower Group)	Singapore	4 Jun 2021	Full-Time
Accounts Assistants "WEST" (Recruit Express Pte Ltd.)	Singapore	4 Jun 2021	Contract
3 Months Temp Swabber (Recruit Express Pte Ltd.)	Singapore	4 Jun 2021	Contract

1

On the Side Navigation Bar,

- Select 'Job Recommendations'

- Go to 'View Job Recommendations' to view all filtered jobs based on your preferences.

Job Recommendations Result displaying jobs under

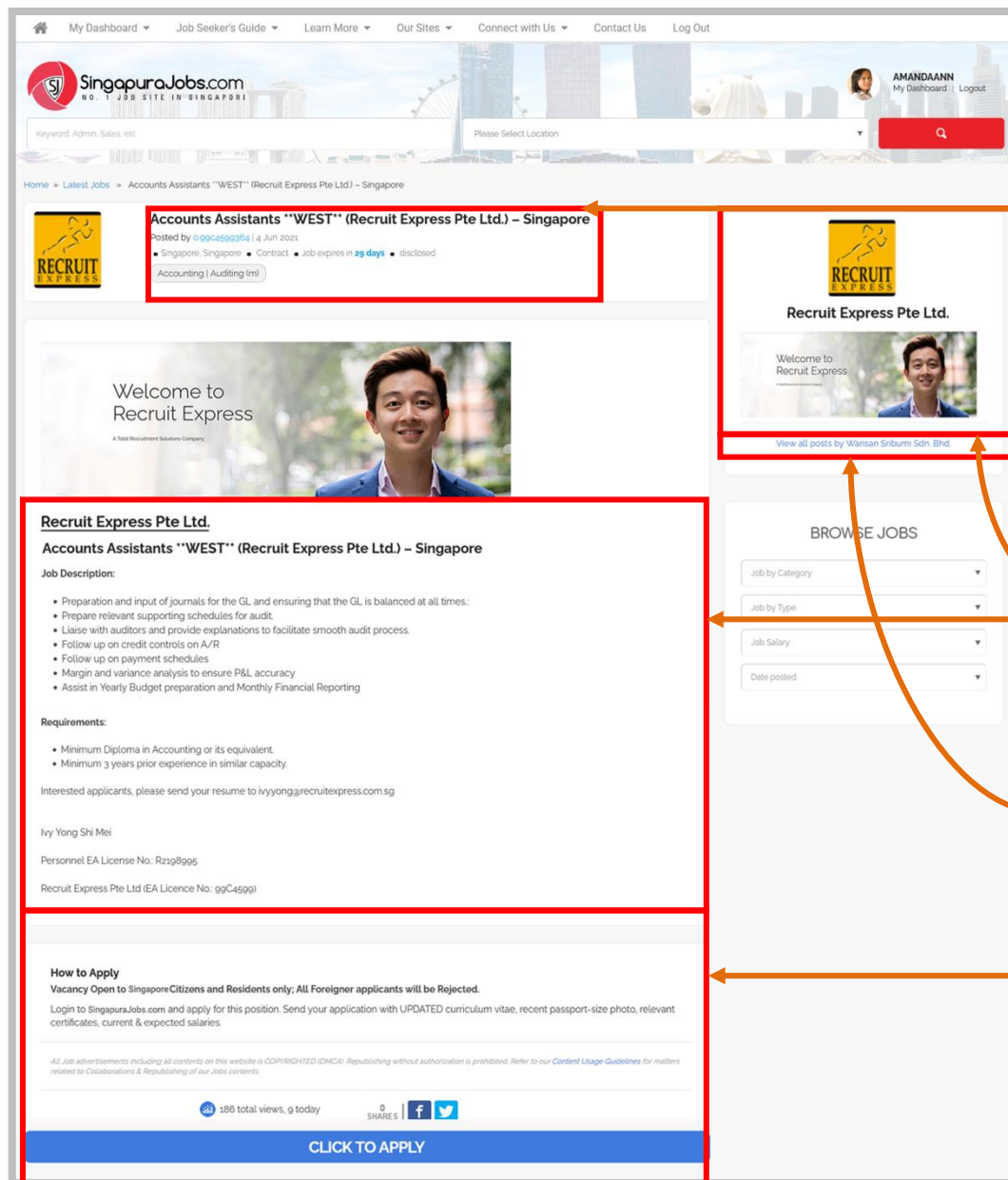
i.e.

'Account'

'Singapore'

'Full Time and Contract'

| MY JOBS: *Understanding A Job Ad*



The screenshot shows a job advertisement for 'Accounts Assistants "WEST" (Recruit Express Pte Ltd.) - Singapore'. The page layout includes a header with navigation links, a search bar, and a user profile. The main content area is divided into several sections, with numbered callouts highlighting specific parts:

- 1** Points to the job title, company name, location, job category, job type, and date posted.
- 2** Points to the 'Job Details' section, which includes job requirements, job scopes, benefits, and remunerations.
- 3** Points to the 'How to Apply' section, which provides instructions on how to apply to the position.
- 4** Points to the 'Company Profile' section, which provides more information about the company.

The job advertisement details include:

- Job Title:** Accounts Assistants "WEST" (Recruit Express Pte Ltd.) - Singapore
- Company:** Recruit Express Pte Ltd.
- Location:** Singapore
- Job Category:** Accounting | Auditing (Int'l)
- Job Type:** Contract
- Date Posted:** 4 Jun 2021
- Job Description:**
 - Preparation and input of journals for the GL and ensuring that the GL is balanced at all times.
 - Prepare relevant supporting schedules for audit.
 - Liaise with auditors and provide explanations to facilitate smooth audit process.
 - Follow up on credit controls on A/R
 - Follow up on payment schedules
 - Margin and variance analysis to ensure P&L accuracy
 - Assist in Yearly Budget preparation and Monthly Financial Reporting
- Requirements:**
 - Minimum Diploma in Accounting or its equivalent.
 - Minimum 3 years prior experience in similar capacity.
- How to Apply:**
 - Vacancy Open to Singapore Citizens and Residents only; All Foreigner applicants will be Rejected.
 - Login to SingaporeJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.
- Company Profile:**
 - Recruit Express Pte Ltd (EA Licence No: 99C4599)
 - Personnel EA License No: R298995
 - Ivy Yong Shi Mei

At the bottom of the advertisement, there is a blue button labeled 'CLICK TO APPLY'.

When reading a **Job Ad**, ensure to read thoroughly of all the information displayed and understanding of the overall job advertisement. Below are the overview tips on where to pay attention when reading a Job Ad:

Job Title, Company Name, Location, Job Category, Job Type & Date Posted

Job Details section:

Job Requirements, Job Scopes, Benefits & Remunerations

Tips: Read carefully on the job details to fully understand the job vacancy

How to Apply section:

Instruction on how you can apply to the position

Note: To proceed with you job application, click on the button 'CLICK TO APPLY'. See page 30 to 33 for more information

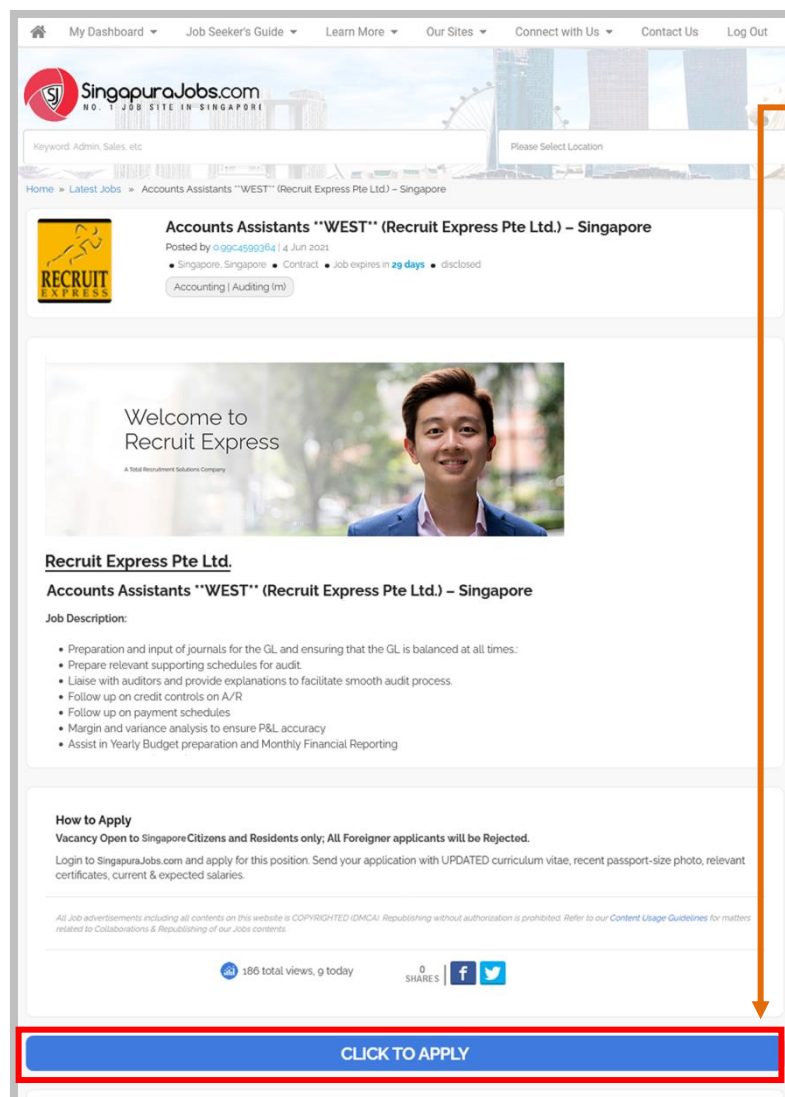
Company Profile section:

More information about the Company

Tips: click the link 'View all post by _Company Name_' to see other job advertisements under the company

Click to view all jobs posted by the company

| MY JOBS: *How to Apply for Jobs?*



1

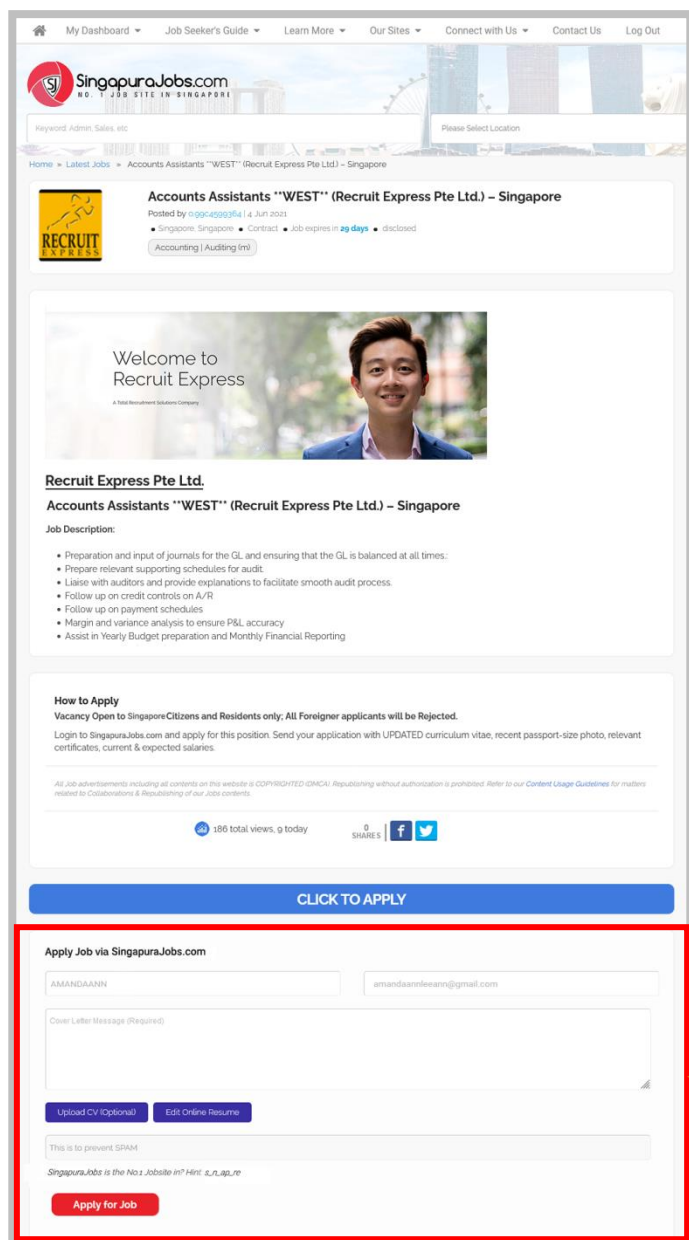
Click on the Job Ad that you wished to apply.
On the Job Ad, click on the '**CLICK TO APPLY**' button

2

'Apply Job via SingapuraJobs.com' section will appear and Fill in the information required

- Key-in your Full Name & Valid Email Address
- Include your Introduction / Cover letter message
- You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on 'Upload CV'
- You can also 'Edit Online Resume' submitted
- Key-in 'singapore' on the security message
- Click 'Apply for Job' to submit your job application

| MY JOBS: *How to Apply for Jobs?*



Accounts Assistants "WEST" (Recruit Express Pte Ltd.) – Singapore
Posted by 0994299364 | 4 Jun 2021
Singapore, Singapore • Contract • Job expires in 29 days • disclosed
Accounting | Auditing Int

Welcome to Recruit Express
A Talent Recruitment Solutions Company

Recruit Express Pte Ltd.
Accounts Assistants "WEST" (Recruit Express Pte Ltd.) – Singapore
Job Description:
• Preparation and input of journals for the GL and ensuring that the GL is balanced at all times;
• Prepare relevant supporting schedules for audit;
• Liaise with auditors and provide explanations to facilitate smooth audit process;
• Follow up on credit controls on A/R
• Follow up on payment schedules
• Margin and variance analysis to ensure P&L accuracy
• Assist in Yearly Budget preparation and Monthly Financial Reporting

How to Apply
Vacancy Open to Singapore Citizens and Residents only; All Foreigner applicants will be Rejected.
Login to SingapuraJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

186 total views, 9 today
SHARES | f | t

CLICK TO APPLY

Apply Job via SingapuraJobs.com

AMANDAANN | amandaannleeam@gmail.com

Cover Letter Message (Required)

Upload CV (Optional) | Edit Online Resume

This is to prevent SPAM:
SingapuraJobs is the No.1 Jobsite in Singapore

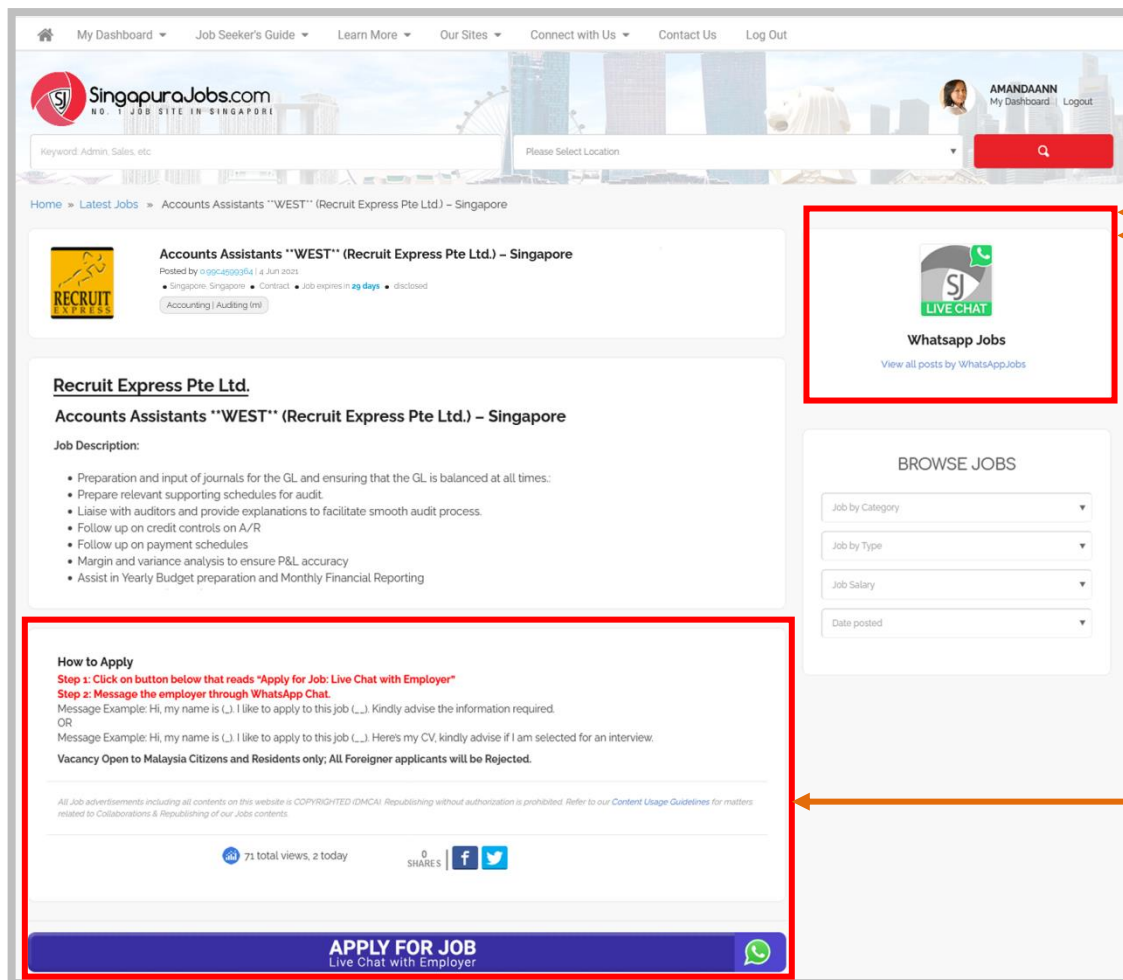
Apply for Job

1 Click on the Job Ad that you wished to apply.
On the Job Ad, click on the '**CLICK TO APPLY**' button

2 '**Apply Job via SingapuraJobs.com**' section will appear and Fill in the information required

- Key-in your **Full Name & Valid Email Address**
- Include your **Introduction / Cover letter message**
- You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on '**Upload CV**'
- You can also '**Edit Online Resume**' submitted
- Key-in '**singapore**' on the security message
- Click '**Apply for Job**' to submit your job application

| MY JOBS: How to Apply for WhatsApp Jobs?



The screenshot shows the SingaporeJobs.com website. At the top, there's a navigation bar with links like 'My Dashboard', 'Job Seeker's Guide', 'Learn More', 'Our Sites', 'Connect with Us', 'Contact Us', and 'Log Out'. Below this is a search bar with a keyword 'Admin, Sales, etc.' and a location dropdown set to 'Singapore'. The main content area displays a job listing for 'Accounts Assistants WEST' (Recruit Express Pte Ltd) - Singapore. The job description includes details about the role, such as preparing journals, supporting schedules, and liaising with auditors. A 'How to Apply' section is highlighted with a red box, containing two steps: Step 1: Click on button below that reads "Apply for Job: Live Chat with Employer" and Step 2: Message the employer through WhatsApp Chat. Below the job description, there's a 'BROWSE JOBS' section with filters for Job by Category, Job by Type, Job Salary, and Date posted. At the bottom of the job listing, there's a blue button that says 'APPLY FOR JOB Live Chat with Employer' with a WhatsApp icon, also highlighted with a red box. A 'WhatsApp Jobs' section is also highlighted with a red box, showing a 'LIVE CHAT' button and a link to 'View all posts by WhatsAppJobs'.

1

Tips: Refer to the Company Profile section, the 'Live Chat' logo and 'Whatsapp Jobs' sentence indicate that the job is listed under Whatsapp Job

This logo and the sentence 'Whatsapp Jobs' indicates that this is a Whatsapp Job

2

Some Jobs require you to contact the employer directly via **WhatsApp**.

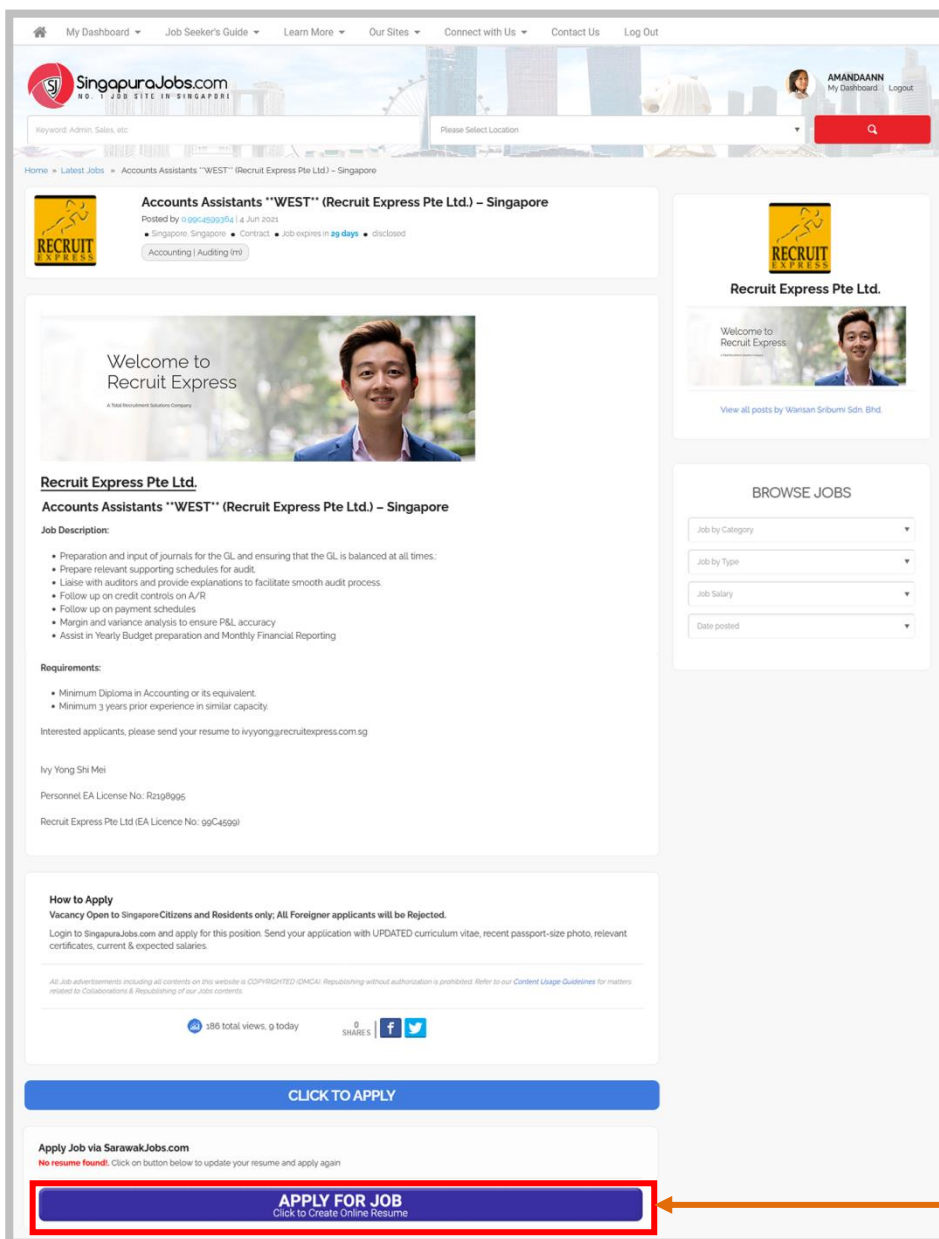
- Read the information under the 'How to Apply' section
- Click on button below that reads "**APPLY FOR JOB: Live Chat with Employer**"
- Message the employer through WhatsApp Chat

Message Example:

- Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview. *OR*;

- Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview.

| MY JOBS: *Why I Can't Apply to a Job?*



My Dashboard | Job Seeker's Guide | Learn More | Our Sites | Connect with Us | Contact Us | Log Out

Keyword: Admin, Sales, etc. | Please Select Location

Home » Latest Jobs » Accounts Assistants "WEST" (Recruit Express Pte Ltd) - Singapore

Accounts Assistants "WEST" (Recruit Express Pte Ltd) - Singapore
Posted by 090C4599394 | 4 Jun 2023
Singapore, Singapore | Contract | Job expires in 29 days | disclosed
Accounting | Auditing (m)

Recruit Express Pte Ltd.
Welcome to Recruit Express.
View all posts by Wanisan Sriburni Sdn. Bhd.

Recruit Express Pte Ltd.
Accounts Assistants "WEST" (Recruit Express Pte Ltd) - Singapore
Job Description:

- Preparation and input of journals for the GL, and ensuring that the GL is balanced at all times.
- Prepare relevant supporting schedules for audit.
- Liaise with auditors and provide explanations to facilitate smooth audit process.
- Follow up on credit controls on A/R.
- Follow up on payment schedules.
- Margin and variance analysis to ensure P&L accuracy.
- Assist in Yearly Budget preparation and Monthly Financial Reporting.

Requirements:

- Minimum Diploma in Accounting or its equivalent.
- Minimum 3 years prior experience in similar capacity.

Interested applicants, please send your resume to ivyong@recruiteexpress.com.sg
Ivy Yong Shi Mei
Personnel EA License No: R29g995
Recruit Express Pte Ltd (EA Licence No: 99C4599)

How to Apply
Vacancy Open to Singapore Citizens and Residents only; All Foreigner applicants will be Rejected.
Login to SingapuraJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

All job advertisements including all contents on this website is COPYRIGHTED (DMCA). Republishing without authorization is prohibited. Refer to our Content Usage Guidelines for matters related to Collaborations & Republishing of our jobs contents.

386 total views, 9 today | 5 SHARES | f t

CLICK TO APPLY

Apply Job via SarawakJobs.com
No resume found. Click on button below to update your resume and apply again

APPLY FOR JOB
Click to Create Online Resume

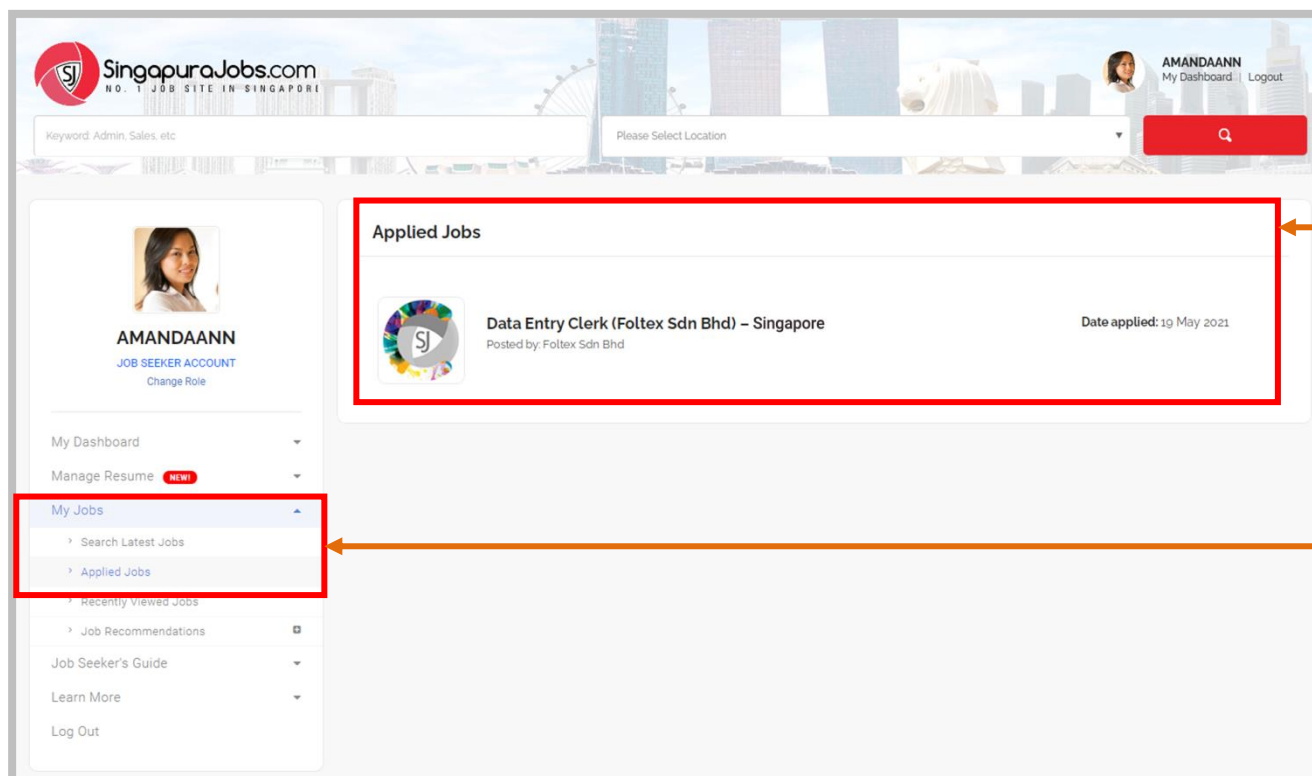
NO RESUME FOUND!

What does this mean?

- It means that you currently do not have an online resume.
- To apply to a job, you are required to create an online resume first.
- Click on **'APPLY FOR JOB Click to Create Online Resume'**.
- Follow through to Add Resume. This entire process can also be found on page 10 to page 18

Click to proceed to Create your Resume and apply for the job

| MY JOBS: *How can I know that I have successfully applied to the job?*



1 On your Dashboard, click '**My Jobs**' and go to '**Applied Jobs**'

All the job ads that you already applied to will be displayed on this section

2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@SingaporeJobs.com to your registered email (i.e. Gmail, Yahoo, Hotmail, Outlook, etc).

a The Email Subject indicates the exact Job/Position that you have applied to.

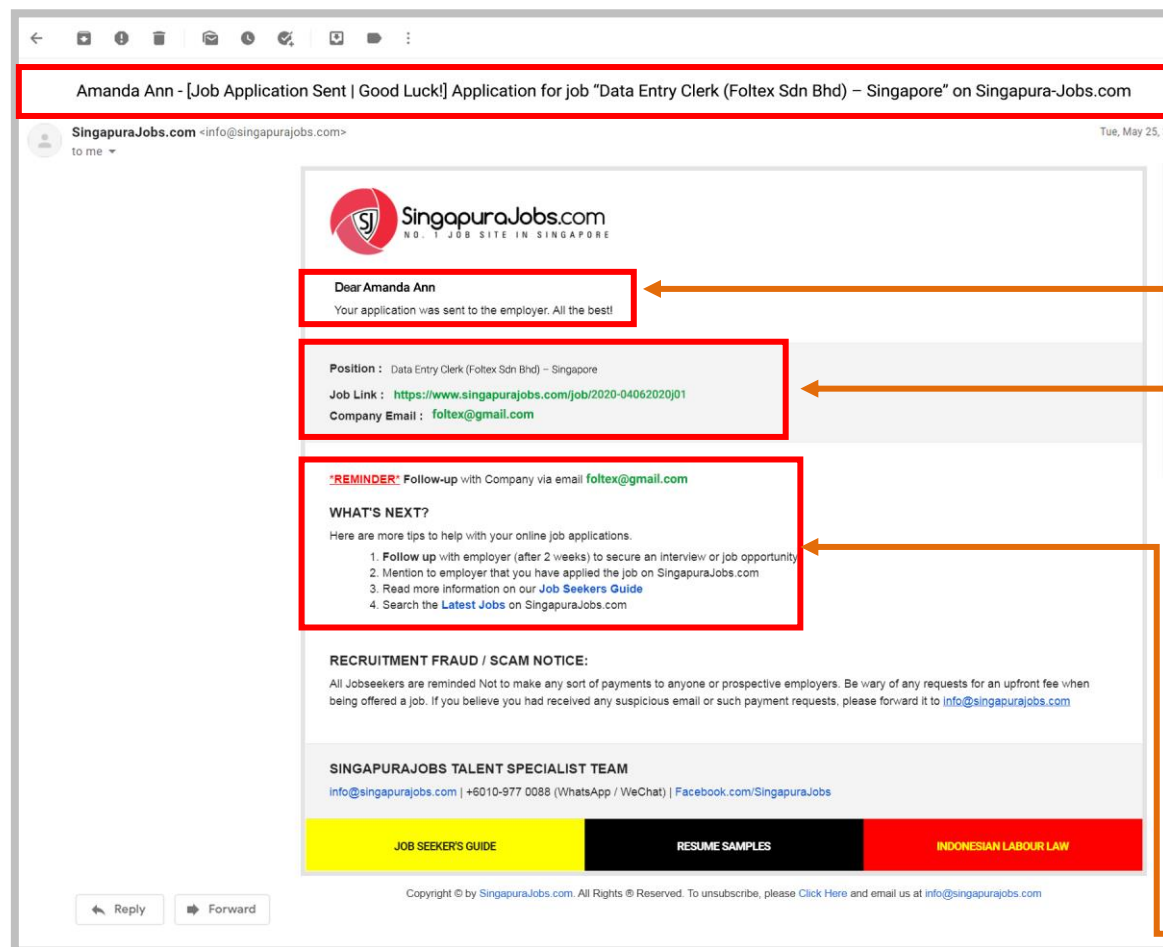
b A message addressed to your username informs you that your job application is successfully forwarded to the employer/company

c Job/Position that you have applied to, including Job Link & Company/Employer's Email

d Tips on how to follow up and improve your applications

| MY JOBS: *How can I know that I have successfully applied to the job?*

EXAMPLE OF EMAIL NOTIFICATION RECEIVED (i.e. GMAIL)



1 On your Dashboard, click 'My Jobs' and go to 'Applied Jobs'

All the job ads that you already applied to will be displayed on this section

2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@SingapuraJobs.com to your registered email (i.e. Gmail, Yahoo, Hotmail, Outlook, etc), which contains:

A **Email Subject** indicates the exact Job/Position that you have applied to.

B **Personalised Greeting mentioning your username** indicates that your job application is successfully sent to the Company

C **Position, Job Link & Company Email** indicates about the job that you have applied to and you can follow up further with the company

D **Tips** on how to follow up and improve your applications