



SingapuraJobs.com
NO. 1 JOB SITE IN SINGAPORE

Talent Management System (TMS) Guide

Talent Management System (TMS)

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FOLTEX SDN BHD
EMPLOYER ACCOUNT
Change Role

My Dashboard

Welcome, Foltex Sdn Bhd

Username: foltextsdnbhd **Company Name:** Foltex Sdn Bhd
Account type: Job Lister **Email:** foltextsdnbhd@gmail.com
Last Login: _____
Member Since: April 26, 2021 - 7:19 AM

Active Jobs 1	Pending Jobs 0	Ended Jobs 1	Expired Jobs 0
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1 Manage Jobs **NEW!**

- Active Jobs
- Pending Jobs
- Ended Jobs
- Expired Jobs

Talent Search
Shop
Employer's Guide
Learn More
Log Out

FOLTEX SDN BHD
My Dashboard | Logout

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

- 1** Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2** Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3** Start to **View, Filter & Sort** job applicants through:
 - Filter function
 - Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4** Click **'Cover Letter'**, to view the candidate's cover letter.
- 5** Click on **'Add Notes'** to key-in details of each candidate.
- 6** Click on **Applicant's NAME** to view his or her **'Online Resume'**

Talent Management System (TMS)

The screenshot shows the TMS interface for FOLTEX SDN BHD. The sidebar on the left contains navigation options: My Dashboard, Post A Job, Manage Jobs (with a 'NEW!' badge), Talent Search, Shop, Employer's Guide, Learn More, and Log Out. The 'Manage Jobs' section is expanded to show 'Active Jobs', 'Pending Jobs', 'Ended Jobs', and 'Expired Jobs'. The main content area displays a job listing for 'Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore' with a status of 'Pending' and 9 views. A red box highlights the 'View Applicants' button, and a red circle with the number '2' is next to it. Other buttons include 'Edit Job' and 'End Job'. The top navigation bar includes 'Active Jobs', 'Pending Jobs', 'Ended Jobs', and 'Expired Jobs' tabs, along with a search bar and user profile information for FOLTEX SDN BHD.

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to **View, Filter & Sort** job applicants through:
 - I. Filter function
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FOLTEX SDN BHD
My Dashboard | Logout

Manage Jobs Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore
(2 Applications)

This indicates that you are in the Talent Management System (TMS) page for the selected job.

3 All (2) New (2) Shortlisted (0) Hired (0) Rejected (0)

Filters

Professional sector

Accounting | Auditing (m)
 Admin | Clerical | HR (n)

Education level

Tertiary (Bachelor's Degree)

Age

Min - Max



Nationality/Location

Malaysia

Spoken Language

English
 Malay
 Chinese Mandarin

Filter **Reset**

Candidates Applied	Applied Date	Notes	Application Status
 Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) <input type="checkbox"/> Accounting Auditing (m) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected
 Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) <input type="checkbox"/> Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected

Export all Previous 1 Next

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FOLTEX SDN BHD
My Dashboard | Logout

Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore

(2 Applications)

All (2) New (2) Shortlisted (0) Hired (0) Rejected (0)

Filters

Professional sector

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 Admin | Clerical | HR (n)

Education level

Tertiary (Bachelor's Degree)

Age

Min - Max



Nationality/Location

Malaysia

Spoken Language

English
 Malay
 Chinese Mandarin

Filter **Reset**

Candidates Applied	Applied Date	Notes	Application Status
 Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected
 Name: Clement Hui Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected

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Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore

(2 Applications)

All (2) New (2) Shortlisted (0) Hired (0) Rejected (0)

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 Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected
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Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore

(2 Applications)

All (2) New (2) Shortlisted (0) Hired (0) Rejected (0)

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Candidates Applied	Applied Date	Notes	Application Status
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 Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected

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Talent Management System (TMS)

The screenshot displays the TMS interface for a candidate's Online Resume Page. The page is titled 'AMANDA ANN' and includes sections for Professional Information, Career Objective & Summary, Experiences, Educations, and Skills & Specialities. A red box highlights the resume content, and a red circle with the number '1' is placed over the 'SHORTLIST', 'HIRE', and 'REJECT' buttons at the top of the resume view.

Professional Information

Professional Sector: Accounting | Auditing (PH) | Desired Salary: RM2000
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. To perform 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 for a demonstrable leader with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences

Accounting Analyst | (Dewan Muzak 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, reconciling organizations general, 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 bank analysis for inter-company billing.
- Stock maintenance.
- Submission of sales tax.
- Inter-company reconciliations.
- Payroll (ONE Quick Pay).
- Add-rec for admin.
- New and closing and issue with auditor.
- Managed petty cash, AR, AP.
- Bank reconciles for daily and monthly closing horizon.

Accounts Cash | Lee Holdings (M) Sdn Bhd | 2011 - 2014

- Preparation of appointment letters.
- Prepare monthly bank & cash reports.
- Process company 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) | 2010-2011

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

Diploma in Business Administration | IBS College Sarawak | 2008-2010

- Finance and Accounting Management.
- CPM's 3.0.

Skills & Specialities

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

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

- 1 Online Resume includes applicant's;
 - I. Professional Information
 - II. Career Objective & Summary
 - III. Experiences
 - IV. Educations
 - V. Skills & Specialities

- 2 On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

Talent Management System (TMS)

The screenshot displays the online resume page for a candidate named AMANDA ANN. At the top, there are navigation tabs for 'SHORTLIST', 'HIRE', and 'REJECT'. A red box highlights a 'Download Attachment' button in the top right corner. The resume content is organized into several sections:

- Professional Information:** Professional Sector: Accounting | Auditing (PH) | Desired Salary: RM2500; 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 for a demonstrable leader with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.
- Experiences:**
 - Accounting Analyst | (Over 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 and troubleshoots 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, reconciling organizations general, 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 bank analysis for inter-company billing.
 - Stock maintenance.
 - Submission of sales tax.
 - Inter-company reconciliations.
 - Payroll (ONE Quick Pay).
 - Add-Ins for admin.
 - New and closing and issue with auditor.
 - Managed petty cash, AR, AP.
 - Bank reconciles for daily and monthly using Hesson.
 - Accounts Cash | Cash Handling (MS Sdn Bhd) | 2011 - 2014:**
 - Preparation of appointment letters.
 - Prepare monthly bank & cash reports.
 - Process company 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) | 2010-2011:**
 - CAT Level A - (1) Transaction Accounting, (2) Office Practice & Procedures.
 - CAT Level B (3) Marketing Financial Records & Accounts.
 - CAT Level C (4) Cost Accounting Systems, (5) Information Technology Processes.
 - CAT Level C - Drafting Financial Statements.
 - Diploma in Business Administration | IBS College Sarawak | 2008-2010:**
 - Finance and Accounting Management.
 - CPM 333.
- Skills & Specialities:**
 - Data Analysis.
 - Accounting Analysis.
 - General Ledger.
 - Accounts Payable / Receivable.
 - Quality Assurance.
 - Change Management.
 - Vendor Management.
 - Software: MS Accounting.

At the bottom left, it shows '16 total views | today'.

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

- 1 Online Resume includes applicant's;
 - I. Professional Information
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