

Talent Management System (TMS) Guide

Talent Management System (TMS)

Malaysia-Jobs.com

FOLTEX SDN BHD
EMPLOYER ACCOUNT
Change Role

My Dashboard

Welcome, Foltex Sdn Bhd

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

Active Jobs 1
Pending Jobs 0
Ended Jobs 1
Expired Jobs 0

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:
 - I. Filter function
 - II. 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 user interface of the Talent Management System (TMS) for FOLTEX SDN BHD. The top header includes the Malaysia-Jobs.com logo and the FOLTEX SDN BHD logo with links for 'My Dashboard' and 'Logout'. The main content area features a navigation sidebar on the left with options like 'My Dashboard', 'Post A Job', 'Manage Jobs' (highlighted with a 'NEW' badge), and 'Talent Search'. The central job listing area shows a job titled 'Admin Clerk (Foltex Sdn Bhd) - Selangor' with details such as '12 May 2021', 'Expires in 21 days', and '8 Views'. A 'Status: Pending' indicator is present. A 'View Applicants' button is highlighted with a red box and a '2' in a circle. Other buttons for 'Edit Job' and 'End Job' are also visible. A search bar and tabs for 'Active Jobs', 'Pending Jobs', 'Ended Jobs', and 'Expired Jobs' are located at the top of the main content area.

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Malaysia-Jobs.com
NO. 1 JOB SITE IN MALAYSIA

FOLTEX SDN BHD
My Dashboard | Logout

Manage Job > Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Selangor
(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	Candidates Applied	Applied Date	Notes	Application Status
<p>Professional sector</p> <p><input type="checkbox"/> Accounting Auditing (m)</p> <p><input type="checkbox"/> Admin Clerical HR (n)</p> <p>Education level</p> <p><input type="checkbox"/> Tertiary (Bachelor's Degree)</p> <p>Age</p> <p>Min - Max</p> <p>Nationality/Location</p> <p><input type="checkbox"/> Malaysia</p> <p>Spoken Language</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Malay</p> <p><input type="checkbox"/> Chinese Mandarin</p> <p>Filter Reset</p>	<p>Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree)</p> <p>Accounting Auditing (m)</p> <p>Cover Letter</p>	12 May 2021	Add Notes	<p>New</p> <p>Shortlisted</p> <p>Hired</p> <p>Rejected</p>
	<p>Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree)</p> <p>Admin Clerical HR (n)</p> <p>Cover Letter</p>	12 May 2021	Add Notes	<p>New</p> <p>Shortlisted</p> <p>Hired</p> <p>Rejected</p>

Export all Previous 1 Next

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Talent Management System (TMS)

Malaysia-Jobs.com
NO. 1 JOB SITE IN MALAYSIA

FOLTEX SDN BHD
My Dashboard | Logout

Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Selangor

(2 Applications)

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) 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) Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	New Shortlisted Hired Rejected

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FOLTEX SDN BHD
My Dashboard | Logout

Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Selangor

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Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Selangor

(2 Applications)

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

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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
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Filter **Reset**

Candidates Applied	Applied Date	Notes	Application Status
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Talent Management System (TMS)

Malaysia-Jobs.com
FOLTEX SDN BHD
EMPLOYEE ACCOUNT
Clear View

SHORTLIST HIRE REJECT

AMANDA ANN
Mobile No: 012-790054 | Email: amandaann@gmail.com
Age: 27 | Nationality & Location: Malaysia

Download Attachment

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, analyzing data and creating and executing standard operating policies and procedures to positively reach 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 SAG, Automated Teller Machine (ATM), mobile deposit, and cash advance accounts.
- Created, sent 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 printing journal vouchers, reclamations, originations, payroll, discrepancies, and death notices.
- Research policies and procedures across all divisions, 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 (HR, Quick Pay).
- Advised for sales.
- Year-end closing and liaise with auditor.
- Managed petty cash, A/R, A/P.
- Bank records for daily and monthly using Hexagon.

Accounts Clerk | Lva 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 - SBR20.
- 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) Monitoring 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.
- Change Management.
- Vendor Management.
- Software: UBS Accounting.

15 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
 - 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)

Malaysia-Jobs.com **FOLTEX SDN BHD** **EMPLOYER ACCOUNT**

SHORTLIST **HIRE** **REJECT** **Download Attachment**

AMANDA ANN
Mobile No: 012-790054 | Email: amandaann@gmail.com
Age: 27 | Nationality & Location: Malaysia

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, analyzing data and creating and executing standard operating policies and procedures to positively reach 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.

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• 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.
• COSA 333.

Skills & Specialities
• Data Analyst
• Accounting Analysis
• General Ledger
• Accounts Payable / Receivable
• Quality Assurance
• Change Management
• Vendor Management
• Software (SAP) Accounting

15 total views, 1 today

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