



JobsBrunei.com
NO. 1 JOB SITE IN BRUNEI

Talent Management System (TMS) Guide

Talent Management System (TMS)

The screenshot displays the TMS dashboard for Foltex Sdn Bhd. The top navigation bar includes the JobsBrunei.com logo and the user profile 'FOLTEX SDN BHD' with options for 'My Dashboard' and 'Logout'. The main content area features a 'My Dashboard' header, a welcome message, and user details: Username: foltexsdnbhd, Company Name: Foltex Sdn Bhd, Account type: Job Lister, Email: foltexsdnbhd@gmail.com, Last Login, and Member Since: April 26, 2021 - 7:19 AM. Below this are four colored cards representing job statuses: Active Jobs (1), Pending Jobs (0), Ended Jobs (0), and Expired Jobs (0). The left sidebar contains navigation options, with 'Manage Jobs' and 'Active Jobs' highlighted. A red box highlights the 'Active Jobs' link in the sidebar, and another red box highlights the 'FOLTEX SDN BHD' user profile in the top right corner.

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 displays the JobsBrunei.com Talent Management System (TMS) interface. The main content area shows the 'Active Jobs' tab selected, with a job listing for 'Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara'. The job status is 'Pending' and has 12 views. A red box highlights the 'View Applicants' button, which is circled with a '2'. The left sidebar shows the 'Manage Jobs' menu with a 'NEW!' badge. The top navigation bar includes 'JobsBrunei.com' and 'FOLTEX SDN BHD My Dashboard | Logout'.

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Talent Management System (TMS)

JobsBrunei.com
NO. 1 JOB SITE IN BRUNEI

FOLTEX SDN BHD
My Dashboard | Logout

Manage Jobs Talent Management System

Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara
(2 Applications)

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

3 All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

Filters

Professional sector

Accounting | Auditing (m)

Education level

Tertiary (Bachelor's Degree)

Age

Min - Max

Nationality / Location

Brunei

Spoken Language

English
 Chinese Mandarin
 Malay

Filter Reset

Candidates Applied	Applied Date	Notes	Application Status
<p>Name: Pau Boon Toong Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Brunei Education Level: Tertiary (Bachelor's Degree)</p> <p>Accounting Auditing (m)</p> <p>Cover Letter</p>	26 Apr 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
<p>Name: Amanda Ann Email: amandanna@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Brunei Education Level: Tertiary (Bachelor's Degree)</p> <p>Accounting Auditing (m)</p> <p>Cover Letter</p>	26 Apr 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Export all

Previous 1 Next

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Talent Management System (TMS)

The screenshot displays the TMS interface for managing job applications. At the top, there is a navigation bar with the JobsBrunei.com logo and the user's name 'FOLTEX SDN BHD' with options for 'My Dashboard' and 'Logout'. Below the navigation bar, the breadcrumb trail reads 'Manage Jobs > Talent Management System'. The main heading is 'Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara' with '(2 Applications)' below it. There are five tabs: 'All (2)', 'New (1)', 'Shortlisted (1)', 'Hired (0)', and 'Rejected (0)'. On the left, a 'Filters' sidebar allows filtering by 'Professional sector' (Accounting | Auditing (m)), 'Education level' (Tertiary (Bachelor's Degree)), 'Age' (with Min and Max input fields), 'Nationality/Location' (Brunei), and 'Spoken Language' (English, Chinese Mandarin, Malay). The main content area is a table with columns: 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidates are listed: 'Pau Boon Toong' and 'Amanda Ann'. For each candidate, there is a profile picture (marked 'SAMPLE'), a 'Cover Letter' button (highlighted with a red box and a '4' in a blue circle), an 'Add Notes' button, and a set of application status buttons (New, Shortlisted, Hired, Rejected). At the bottom of the table, there is an 'Export all' button and a pagination control showing 'Previous', '1', and 'Next'.

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Talent Management System (TMS)



The screenshot displays the TMS interface for 'Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara'. The header includes 'JobsBrunei.com' and 'FOLTEX SDN BHD My Dashboard | Logout'. The main content area shows a list of candidates with filters on the left and application status options on the right. The candidates listed are Pau Boon Toong and Amanda Ann, both with 'New' status. The 'Add Notes' button for Amanda Ann is highlighted with a red box and a circled '5'.

Manage Jobs » Talent Management System

Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara

(2 Applications)

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m)	 Name: Pau Boon Toong Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Brunei Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	26 Apr 2021	Add Notes	New Shortlisted Hired Rejected
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	 Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Brunei Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	26 Apr 2021	Add Notes	New Shortlisted Hired Rejected

[Filter](#) [Reset](#) [Export all](#) [Previous](#) [1](#) [Next](#)

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Talent Management System (TMS)

The screenshot displays the TMS interface for managing job applications. At the top, there is a navigation bar with the JobsBrunei.com logo and the user's name 'FOLTEX SDN BHD' with options for 'My Dashboard' and 'Logout'. Below the navigation bar, the breadcrumb trail reads 'Manage Jobs > Talent Management System'. The main heading is 'Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara' with '(2 Applications)' below it. There are five tabs: 'All (2)', 'New (1)', 'Shortlisted (1)', 'Hired (0)', and 'Rejected (0)'. On the left, there is a 'Filters' sidebar with sections for 'Professional sector', 'Education level', 'Age', 'Nationality/Location', and 'Spoken Language'. The main content area is a table with columns: 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidates are listed: 'Pau Boon Toong' and 'Amanda Ann'. The name 'Amanda Ann' is highlighted with a red box and a circled '6'. Below the table, there is an 'Export all' button and a pagination control showing 'Previous', '1', and 'Next'.

JobsBrunei.com
NO. 1 JOB SITE IN BRUNEI



FOLTEX SDN BHD
My Dashboard | Logout

Manage Jobs > Talent Management System

Data Entry Clerk (Foltex Sdn Bhd) - Brunei Muara

(2 Applications)

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m)	 Name: Pau Boon Toong Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Brunei Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m)	26 Apr 2021	Add Notes	<input type="button" value="New"/> <input checked="" type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	 Name: Amanda Ann Contact: 012-8970654 Age: 27 Nationality / Location: Brunei Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m)	26 Apr 2021	Add Notes	<input checked="" type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Age: Min - Max

Nationality/Location: Brunei

Spoken Language: English, Chinese Mandarin, Malay

[Filter](#) [Reset](#)

[Export all](#)

Previous 1 Next

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Talent Management System (TMS)

The screenshot shows the JobsBrunei.com interface. On the left is a sidebar with navigation options like 'My Dashboard', 'Post A Job', and 'Manage Jobs'. The main content area displays a candidate profile for Amanda Ann. At the top of the profile, there are three buttons: 'SHORTLIST', 'HIRE', and 'REJECT'. A red circle with the number '1' is placed over the 'SHORTLIST' button. The candidate's resume details are as follows:

AMANDA ANN
Mobile: +60-9-9396163 | Email: amandann@gmail.com
Age: 27 | Nationality & Location: Brunei

Professional Information
Professional Sector: Accounting | Auditing (m) | Desired Salary: RM1500
Highest Education Level: Teritary (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 month-end 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 entries, reconciling originations, payroll, disbursements, and death notices.
• Revisit 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
• SOCA maintenance
• Submission of sales tax
• Inter-company reconciliation
• Payroll (GNE, Quick Pay!)
• Advice for entries
• Year-end closing and base with auditor
• Managed petty cash, AR, AP
• Bank records for daily and monthly using Hecogon
Accounts Clerk | Lusa 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 in Transaction Accounting, (a) Office Procedures & Procedures
• CAT Level B in Maintaining Financial Records & Accounts
• CAT Level B in Cost Accounting Systems, (g) Information Technology Processes
• CAT Level C - Drafting Financial Statements
Diploma in Business Administration (BBA) | Collage Sarawak | 2006-2009
• Finance and Accounting Management
• CGPA: 3.32

Skills & Specialities
• Data Analysis
• Accounting Analysis
• General Ledger
• Accounts Payable / Receivable
• Quality Assurance
• Change Management
• Vendor Management
• Subcontractor Management

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)

JobsBrunei.com
08 7 222 8878 78 8888

FOLTEK SDN BHD
EMPLOYER ACCOUNT
Change Role

My Dashboard
Post A Job
Manage Jobs
Talent Search
Shop
Employer's Guide
Learn More
Log Out

CONNECT WITH US
Facebook Page
Facebook Group
LinkedIn
Instagram
Twitter

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

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

AMANDA ANN
Mobile: No. 08-8996868 | Email: amandann@gmail.com
Age: 27 | Nationality & Location: Brunei

Professional Information
Professional Sector: Accounting | Auditing (m) | Desired Salary: RM1500
Highest Education Level: Teritary (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.

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Diploma in Business Administration (B) | Collage Sarawak | 2006-2009
• Finance and Accounting Management
• CGPA: 3.32

Skills & Specialities
• Data Analysis
• Accounting Analysis
• General Ledger
• Accounts Payable / Receivable
• Quality Assurance
• Change Management
• Vendor Management
• Software: UBS Accounting

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