

Talent Management System (TMS) Guide

Talent Management System (TMS)

The screenshot displays the TMS interface for FOLTEX SDN BHD. The top navigation bar includes the SabahJobs.com logo and the user's account name 'FOLTEX SDN BHD' with links for 'My Dashboard' and 'Logout'. The main dashboard area shows 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, there are four colored boxes representing job status counts: Active Jobs (1), Pending Jobs (0), Ended Jobs (1), and Expired Jobs (0). The left sidebar contains a menu with 'Manage Jobs' highlighted, and a red box around the 'Active Jobs' sub-link. A red box also highlights the 'FOLTEX SDN BHD My Dashboard | Logout' link 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 shows the SabahJobs.com interface for an employer. The top navigation bar includes the SabahJobs.com logo and the user's profile for FOLTEX SDN BHD. The main content area is divided into tabs for 'Active Jobs', 'Pending Jobs', 'Ended Jobs', and 'Expired Jobs'. A search bar is located on the right. The 'Active Jobs' tab is selected, showing a job listing for 'Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu'. The job details include the date '12 May 2021' and 'Expires in 30 days'. There are '4 Views' and the status is 'Pending'. A 'View Applicants' button is highlighted with a red box and a circled '2'. Below this button are 'Edit Job' and 'End Job' buttons. The left sidebar contains navigation options: 'My Dashboard', 'Post A Job', 'Manage Jobs' (with a 'NEW!' badge), 'Active Jobs', 'Pending Jobs', 'Ended Jobs', 'Expired Jobs', 'Talent Search', 'Shop', 'Employer's Guide', 'Learn More', and 'Log Out'.

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Manage Jobs > Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu

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

Export all Previous 1 Next



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Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu
(2 Applications)

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

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n)	 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
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	 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

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

[Export all](#) Previous 1 Next

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Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu

(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
 <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	New Shortlisted Hired Rejected
 <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	New Shortlisted Hired Rejected

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6 Candidates Applied Applied Date Notes Application Status

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The screenshot shows the SabahJobs.com Talent Management System (TMS) interface. The top navigation bar includes the SabahJobs.com logo, a user profile icon for FOLTEX SDN BHD, and a 'Logout' button. The main content area is titled 'AMANDA ANN' and features three buttons: 'SHORTLIST', 'HIRE', and 'REJECT'. A red circle with the number '1' is positioned above the 'SHORTLIST' button. The resume content is enclosed in a red border. The resume includes the following sections:

- Professional Information:** Professional Sector: Accounting | Auditing (M), Desired Salary: RM/pc, 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 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 supporting journal vouchers, reclamation, originations, payroll, discrepancies, and death notices.
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 - Revised policies and procedures across all electronic banking sources to increase efficiency.
 - Account Cost Review Assistant Manager | JABC Energy Services Sdn Bhd | 2014 - 2017**
 - Monthly sales analysis for inter-company billing.
 - Stock maintenance.
 - Submission of sales tax.
 - Inter-company reconciliation.
 - Payroll (GHE Quick Pay).
 - Ad-Hoc for ad-hoc.
 - Year-end closing and close with auditor.
 - Managed petty cash, A/E, A/P.
 - Bank records for daily and monthly using Huisagon.
 - Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2010 - 2014**
 - Preparation of appointment orders.
 - Prepare monthly bank & cash reports.
 - Process company's payroll.
 - Prepare monthly journal reports.
 - Complete Statutory Forms - S/Corp.
 - Checking overtime & claims.
- Educations:**
 - Certified Accounting Technician (KAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010**
 - CAT Level A - 13 Transaction Accounting, 13 Office Practice & Procedures.
 - CAT Level B - 10 Maintaining Financial Records & Accounts.
 - CAT Level B - 10 Cost Accounting Systems, 10 Information Technology Processes.
 - CAT Level C - Drafting Financial Statements.
 - Diploma in Business Administration | IBS College Sarawak | 2006-2009**
 - Finance and Accounting Management.
 - IGPA 3.33.
- Skills & Specialties:**
 - Cash Analysis.
 - Accounting Analysis.
 - General Ledger.
 - Accounts Payable / Receivable.
 - Salary Assurance.
 - Charge Management.
 - Vendor Management.
 - Software: MS 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 & Specialties

- 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 shows the SabahJobs.com TMS interface. 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 candidate's name is AMANDA ANN. The page is divided into several sections: Professional Information, Career Objective & Summary, Experiences, Educations, and Skills & Specialties. The Experiences section lists roles at Ocean Master Credit Union (2014-Present), JARC Energy Services Sdn Bhd (2014-2017), and Lea Holdings (M Sdn Bhd) (2016-2018). The Educations section lists a Certified Accounting Technician (KAT) from the Institute of Certified Public Accountants of Singapore (ICPAS) (2009-2010) and a Diploma in Business Administration from IBS College Sarawak (2006-2009). The Skills & Specialties section lists skills such as Cash Analysis, Accounting Analysis, General Ledger, Accounts Payable/Receivable, Social Insurance, Charge Management, Vendor Management, and Software: SBS Accounting.

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