



Philippines-Jobs.com  
NO. 1 JOB SITE IN PHILIPPINES

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# Talent Management System (TMS) Guide

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# Talent Management System (TMS)

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FOLTEXSDNBHD  
My Dashboard | Logout

Manage Jobs - Talent Management System

**Warehouse Clerk (Foltex Sdn Bhd) - Manila**  
(2 Applications)

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

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

**3**

Filters	Candidates Applied	Applied Date	Notes	Application Status
<p>Professional sector</p> <p><input type="checkbox"/> Admin   Clerical   HR (n)</p> <p><input type="checkbox"/> Warehouse   Storage   Delivery services (n)</p> <p>Education level</p> <p><input type="checkbox"/> TVET (Technical Vocational Education &amp; Training)</p> <p><input type="checkbox"/> Skills Certificate</p> <p>Age</p> <p>Min - Max</p> <p>Nationality/Location</p> <p><input type="checkbox"/> Manila (Metro Manila), Philippines</p> <p><input type="checkbox"/> Makati, Philippines</p> <p>Spoken Language</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> France</p> <p><input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Native Languages (e.g. Tagalog etc)</p> <p>Filter    Reset</p>	<p><b>Name: Amanda Ann</b> Email: amandaannleeann@gmail.com Contact: 6358971523 Age: 27 Nationality / Location: Manila (Metro Manila), Philippines Education Level: TVET (Technical Vocational Education &amp; Training)</p> <p>Admin   Clerical   HR (n)</p> <p>Cover Letter</p> <p><b>Name: Deborah Cladius</b> Email: DeborahCladius@gmail.com Contact: 6398754563 Age: 28 Nationality / Location: Makati, Philippines Education Level: Skills Certificate</p> <p>Warehouse   Storage   Delivery services (n)</p> <p>Cover Letter</p>	<p>01 Nov 2021</p> <p>01 Nov 2021</p>	<p>Add Notes</p> <p>Add Notes</p>	<p>New</p> <p>Shortlisted</p> <p>Hired</p> <p>Rejected</p> <p>New</p> <p>Shortlisted</p> <p>Hired</p> <p>Rejected</p>

Export all

Previous 1 Next

- 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 TMS interface for managing job applications. At the top, there's a header with the logo for 'Philippines-Jobs.com' and 'FOLTEXSDNBHD My Dashboard | Logout'. Below the header, the breadcrumb 'Manage Jobs » Talent Management System' is visible. The main heading is 'Warehouse Clerk (Foltex Sdn Bhd) - Manila' with '(2 Applications)' below it. There are tabs for 'All (2)', 'New (2)', 'Shortlisted (0)', 'Hired (0)', and 'Rejected (0)'. On the left, a 'Filters' sidebar allows filtering by 'Professional sector' (Admin | Clerical | HR (n), Warehouse | Storage | Delivery services (n)), 'Education level' (TVET (Technical Vocational Education & Training), Skills Certificate), 'Age' (Min, Max), 'Nationality/Location' (Manila (Metro Manila), Philippines; Makati, Philippines), and 'Spoken Language' (English, France, Spanish, Native Languages (e.g. Tagalog, etc)). At the bottom of the filters are 'Filter' and 'Reset' buttons. The main content area shows a table of candidates with columns: 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidates are listed: Amanda Ann and Deborah Cladius. Each candidate entry includes a profile picture (marked 'SAMPLE'), name, contact info, age, nationality/location, education level, and a 'Cover Letter' button. The 'Application Status' column has buttons for 'New', 'Shortlisted', 'Hired', and 'Rejected'. An 'Export all' button is at the bottom center, and pagination shows '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's a header with the Philippines-Jobs.com logo and the user's name 'FOLTEXSDNBHD'. Below the header, the breadcrumb trail shows 'Manage Jobs > Talent Management System'. The main heading is 'Warehouse Clerk (Foltex Sdn Bhd) - Manila' with '(2 Applications)' below it. A navigation bar shows counts for 'All (2)', 'New (2)', 'Shortlisted (0)', 'Hired (0)', and 'Rejected (0)'. On the left, there's a 'Filters' sidebar with sections for Professional sector, Education level, Age, Nationality/Location, and Spoken Language. The main content area shows a table of candidates with columns for 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidates are listed: Amanda Ann and Deborah Cladius. The 'Add Notes' button for Deborah Cladius is highlighted with a red box and a '5' in a yellow circle. At the bottom, there's an 'Export all' button and pagination controls.

Philippines-Jobs.com  
NO. 1 JOB SITE IN PHILIPPINES

FOLTEXSDNBHD  
My Dashboard | Logout

Manage Jobs > Talent Management System

## Warehouse Clerk (Foltex Sdn Bhd) - Manila

(2 Applications)

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

**Filters**

Professional sector

Admin | Clerical | HR (n)  
 Warehouse | Storage | Delivery services (n)

Education level

TVET (Technical Vocational Education & Training)  
 Skills Certificate

Age

Min - Max

Nationality/Location

Manila (Metro Manila), Philippines  
 Makati, Philippines

Spoken Language

English  
 France  
 Spanish  
 Native Languages (e.g. Tagalog, etc)

**Export all**    Previous 1 Next

Candidates Applied	Applied Date	Notes	Application Status
<p><b>Name: Amanda Ann</b> Email: amandaannleeanna@gmail.com Contact: 6358971523 Age: 27 Nationality / Location: Manila (Metro Manila), Philippines Education Level: TVET (Technical Vocational Education &amp; Training) Admin   Clerical   HR (n) <b>Cover Letter</b></p>	01 Nov 2021	<b>Add Notes</b>	<b>New</b> Shortlisted Hired Rejected
<p><b>Name: Deborah Cladius</b> Email: DeborahCladius@gmail.com Contact: 6398754563 Age: 28 Nationality / Location: Makati, Philippines Education Level: Skills Certificate Warehouse   Storage   Delivery services (n) <b>Cover Letter</b></p>	01 Nov 2021	<b>Add Notes</b>	<b>New</b> Shortlisted Hired Rejected

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# Talent Management System (TMS)

The screenshot displays the TMS interface for managing job applications. At the top, there's a header with the Philippines-Jobs.com logo and the user's name, FOLTEXSDNBHD. Below the header, the breadcrumb trail shows 'Manage Jobs > Talent Management System'. The main heading is 'Warehouse Clerk (Foltex Sdn Bhd) - Manila' with '(2 Applications)' below it. There are tabs for 'All (2)', 'New (2)', 'Shortlisted (0)', 'Hired (0)', and 'Rejected (0)'. On the left, there's a 'Filters' sidebar with sections for Professional sector, Education level, Age, and Nationality/Location. The main content area shows a table of candidates with columns for 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidates are listed: Amanda Ann and Deborah Cladius. Amanda Ann's name is highlighted with a red box and a '6' in a circle. Below the table, there's an 'Export all' button and pagination controls.

Professional sector

Admin | Clerical | HR (n)

Warehouse | Storage | Delivery services (n)

Education level

TVET (Technical Vocational Education & Training)

Skills Certificate

Age

Min - Max

Nationality/Location

Manila (Metro Manila), Philippines

Makati, Philippines

Spoken Language

English

France

Spanish

Native Languages (e.g. Tagalog, etc)

Filter Reset

Candidates Applied	Applied Date	Notes	Application Status
<b>6</b> <b>Name: Amanda Ann</b> Email: amandaann.foltext@gmail.com Contact: 6358971523 Age: 27 Nationality / Location: Manila (Metro Manila), Philippines Education Level: TVET (Technical Vocational Education & Training) Admin   Clerical   HR (n) Cover Letter	01 Nov 2021	Add Notes	New Shortlisted Hired Rejected
<b>Name: Deborah Cladius</b> Email: DeborahCladius@gmail.com Contact: 6398754563 Age: 28 Nationality / Location: Makati, Philippines Education Level: Skills Certificate Warehouse   Storage   Delivery services (n) Cover Letter	01 Nov 2021	Add Notes	New Shortlisted Hired Rejected

Export all

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- 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)

**Philippines-Jobs.com**

**FOLTEKSONBHD**  
EMPLOYER ACCOUNT  
Change Role

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

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Instagram  
Twitter

**CONTACT US**

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info@philippines-jobs.com  
Live Chat with Us

**SHORTLISTED** **HIRE** **REJECT** Download Attachment

**AMANDA ANN**  
Mobile No. 09898993 | Email: amandateksonbhd@gmail.com  
Age: 27 | Nationality & Location: Manila (Metro Manila), Philippines

**Professional Information**  
Professional Sector: Admin / Clerical (MFI) | Desired Salary: PH 10,000  
Highest Education Level: TVET (Technical/Vocational Education & Training) | Spoken Languages: English, Filipino, Spanish, Native Languages (e.g. Tagalog, etc)

**Career Objective & Summary**  
Accounting Analyst combining good 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.

**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 cash letters.
- Established manual connections to ACH, ATM, Check, Mobile, and Wire programs.
- Selected to serve as primary ACH coordinator (worked with processing daily ACH file, as well as preparing and posting journal vouchers, redemption, originators, payroll, microdeposits, and death notices.
- Revised policies and procedures across all electronic banking sources to increase efficiency.

**Accounts Team Finance Assistant Manager | SMC Energy Services Sdn Bhd | 2014 - 2017**

- Monthly sales analysis for inter-company billing.
- Stock maintenance.
- Submission of sales list.
- Inter-company reconciliation.
- Payroll (SME Quick Pay).
- Asst. Inv. for Admin.
- Handled clearing and settle with auditor.
- Managed petty cash, AD, AP.
- Bank records for daily and monthly using receipt.

**Accounts Clerk | Liza 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 overtimes & claims.

**Educations**  
**Bachelor of Accountancy with Honors | University Teknologi Malaysia | 2011 - 2014**

- Accounting Management.
- CGPA: 3.88

**Diploma in Business Administration | ISS College Surawati | 2008-2009**

- Finance and Accounting Management.
- CGPA: 3.33

**CERTIFICATES**  
**Certified Accounting Technician (ICAT) | Institute of Certified Public Accountants of Singapore (ICPAS) | 2010-2012**

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

**Skills & Specialities**

- Data Analysis.
- Accounting Analysts.
- General Ledger.
- Accounts Payable / Receivable.
- Quality Assurance.
- Change Management.
- Vendor 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)

The screenshot displays the TMS interface for a candidate named Amanda Ann. The page is divided into several sections:

- Professional Information:** Includes details like Professional Sector (Admin / Clerical / HR etc), Highest Education Level (TVET Technical/Vocational Education & Training), and Spoken Languages (English, Filipino, Spanish, Native Languages etc).
- Career Objective & Summary:** A brief summary of the candidate's professional background and skills.
- Experiences:** Lists various roles and responsibilities, such as Accounting Analyst at Ocean Master Credit Union and Accounts Clerk at Plaza Salsada Mall.
- Educations:** Lists academic qualifications, including a Bachelor of Accountancy with Honors and a Diploma in Business Administration.

A red box highlights the 'Download Attachment' button in the top right corner of the candidate's profile card.

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'Shortlisted', 'Hired' or 'Rejected'

- 1 Online Resume includes applicant's;
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  - II. Career Objective & Summary
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  - IV. Educations
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- 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'