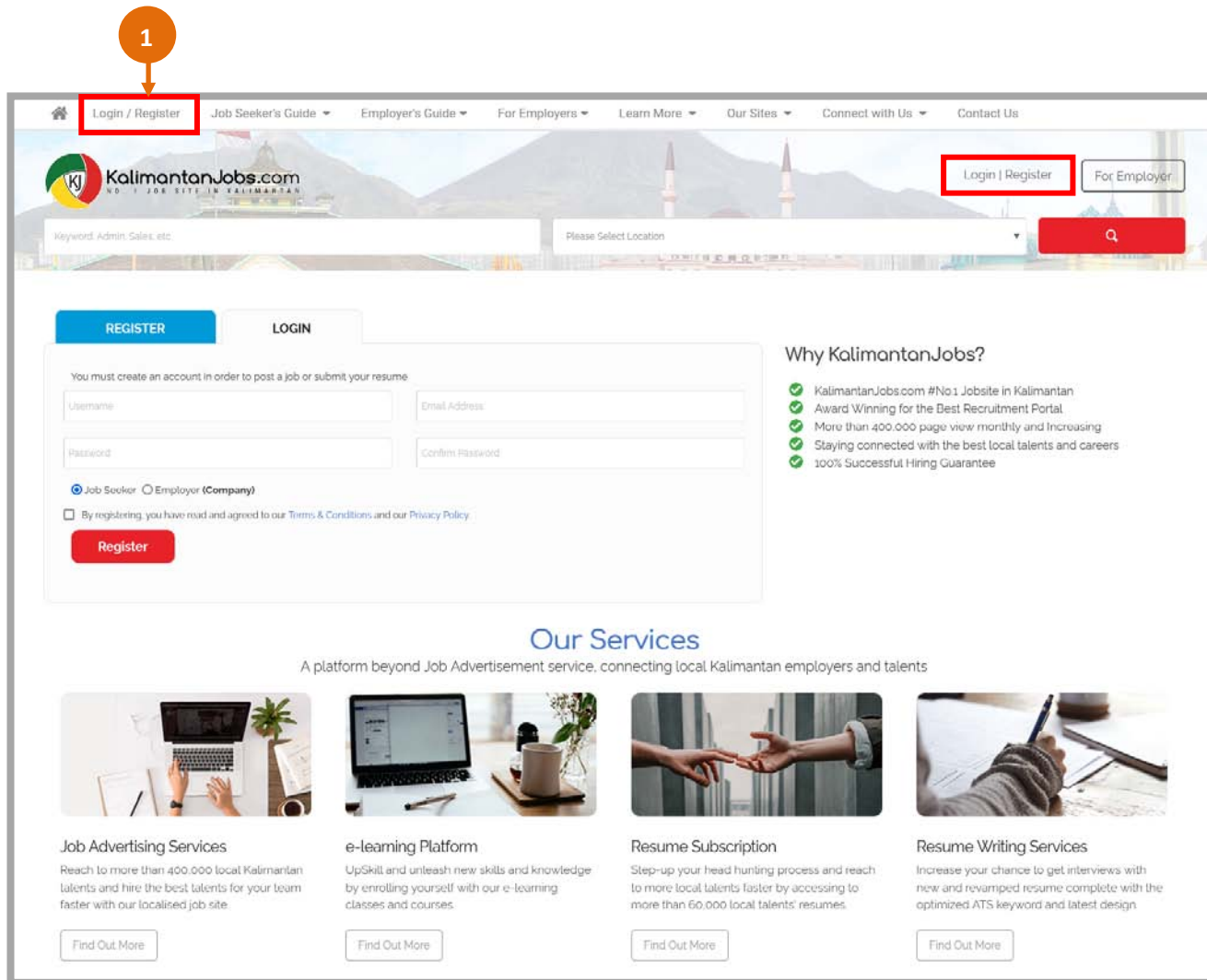


JOB SEEKER'S GUIDE

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| JOB SEEKER'S LOGIN: *Where to sign-in?*



1

Login / Register

Job Seeker's Guide ▾ Employer's Guide ▾ For Employers ▾ Learn More ▾ Our Sites ▾ Connect with Us ▾ Contact Us

KalimantanJobs.com
NO. 1 JOB SITE IN KALIMANTAN

Keyword: Admin, Sales, etc. Please Select Location

Login | Register For Employer

REGISTER LOGIN

You must create an account in order to post a job or submit your resume

Username Email Address

Password Confirm Password

☒ Job Seeker ☐ Employer (Company)

☐ By registering, you have read and agreed to our Terms & Conditions and our Privacy Policy

Register

Why KalimantanJobs?

- ✓ KalimantanJobs.com #No.1 Jobsite in Kalimantan
- ✓ Award Winning for the Best Recruitment Portal
- ✓ More than 400,000 page view monthly and increasing
- ✓ Staying connected with the best local talents and careers
- ✓ 100% Successful Hiring Guarantee

Our Services

A platform beyond Job Advertisement service, connecting local Kalimantan employers and talents

Job Advertising Services
Reach to more than 400,000 local Kalimantan talents and hire the best talents for your team faster with our localised job site.
Find Out More

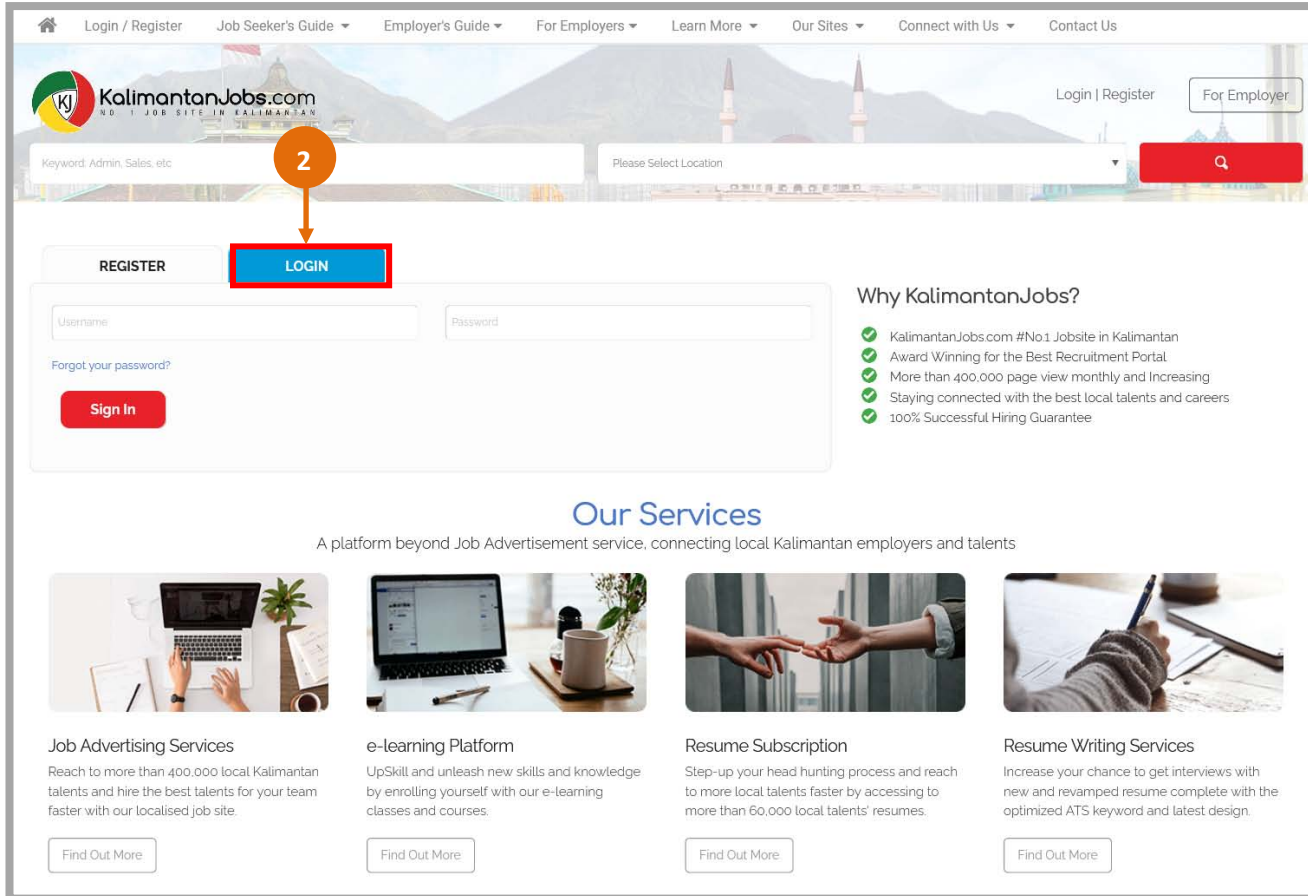
e-learning Platform
UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.
Find Out More

Resume Subscription
Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes.
Find Out More

Resume Writing Services
Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design.
Find Out More

- 1 Click '**Login/Register**' to access <https://www.KalimantanJobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Job Seeker's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

| JOB SEEKER'S LOGIN: *Where to sign-in?*



1. Click 'Login / Register' to access <https://www.KalimantanJobs.com/login>

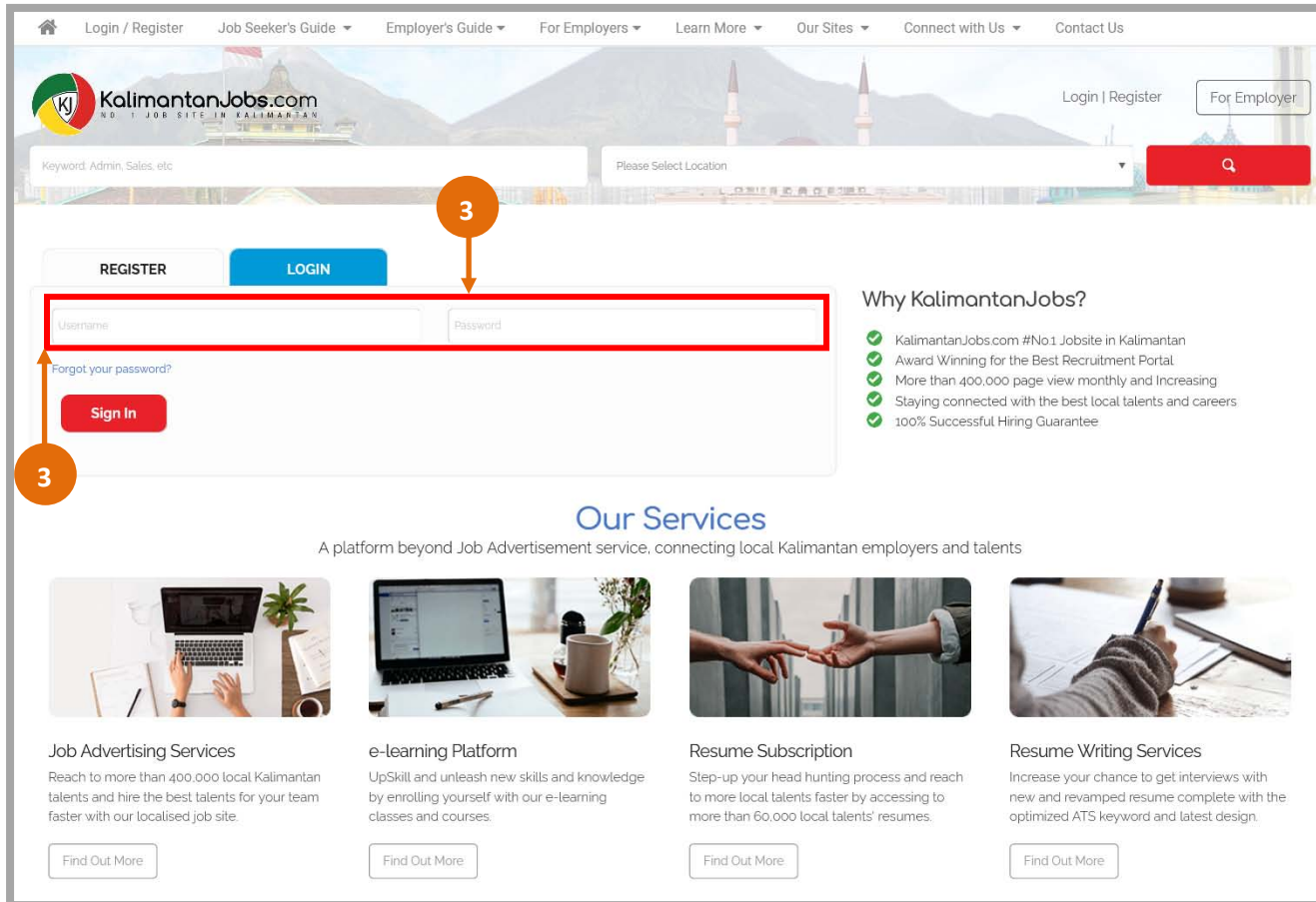
2. Select '**LOGIN**' to sign-in to your Job Seeker's account

3. Key-in your Username & Password

4. Click 'Sign In' to proceed

5. Click 'Forgot your password?' to reset your password

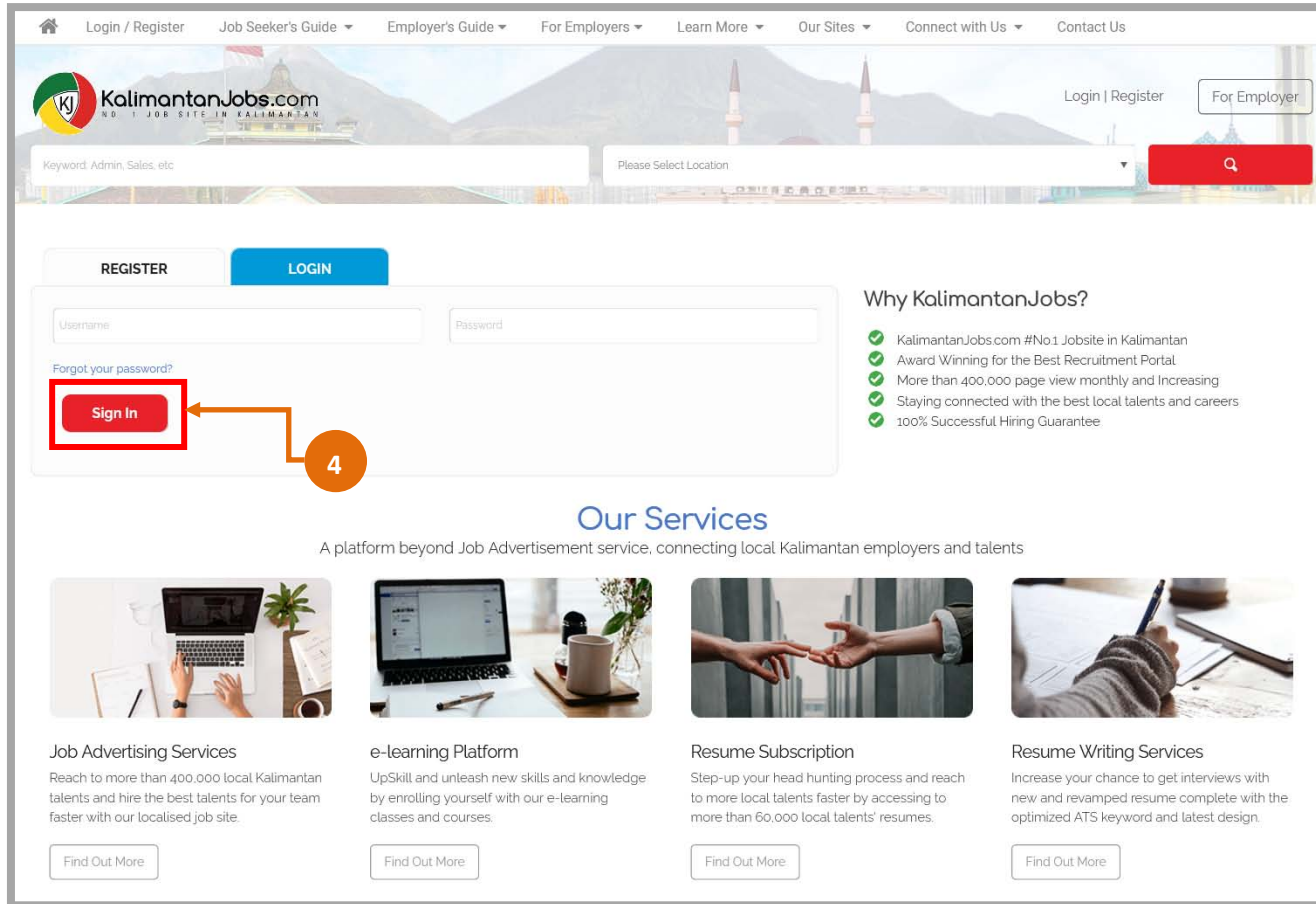
| JOB SEEKER'S LOGIN: *Where to sign-in?*



The screenshot shows the login page of KalimantanJobs.com. At the top, there is a navigation bar with links: Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with a placeholder 'Keyword Admin, Sales, etc.' and a 'Please Select Location' dropdown. To the right of the search bar are links for 'Login | Register' and 'For Employer'. The main login area features a 'REGISTER' button and a 'LOGIN' button. Below these buttons is a red-bordered box containing 'Username' and 'Password' input fields, a 'Forgot your password?' link, and a 'Sign In' button. An orange circle with the number '3' points to the 'Sign In' button. To the right of the login area is a section titled 'Why KalimantanJobs?' with four bullet points: 'KalimantanJobs.com #No.1 Jobsite in Kalimantan', 'Award Winning for the Best Recruitment Portal', 'More than 400,000 page view monthly and Increasing', and 'Staying connected with the best local talents and careers'. Below this is a section titled 'Our Services' with the tagline 'A platform beyond Job Advertisement service, connecting local Kalimantan employers and talents'. This section contains four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services', each with a brief description and a 'Find Out More' button. Numbered annotations are present: '1' points to the 'Login / Register' link, '2' points to the 'LOGIN' button, '3' points to the 'Sign In' button, '4' points to the 'Forgot your password?' link, and '5' points to the 'Resume Writing Services' card.

- 1 Click 'Login/Register' to access <https://www.KalimantanJobs.com/login>
- 2 Select 'LOGIN' to sign-in to your Job Seeker's account
- 3 Key-in your **Username & Password**
- 4 Click 'Sign In' to proceed
- 5 Click 'Forgot your password?' to reset your password

| JOB SEEKER'S LOGIN: *Where to sign-in?*



1 Login / Register Job Seeker's Guide Employer's Guide For Employers Learn More Our Sites Connect with Us Contact Us

KalimantanJobs.com
NO. 1 JOB SITE IN KALIMANTAN

Keyword: Admin, Sales, etc. Please Select Location

REGISTER LOGIN

Username Password

Forgot your password?

Sign In

Why KalimantanJobs?

- ✓ KalimantanJobs.com #No.1 Jobsite in Kalimantan
- ✓ Award Winning for the Best Recruitment Portal
- ✓ More than 400,000 page view monthly and Increasing
- ✓ Staying connected with the best local talents and careers
- ✓ 100% Successful Hiring Guarantee

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A platform beyond Job Advertisement service, connecting local Kalimantan employers and talents

Job Advertising Services
Reach to more than 400,000 local Kalimantan talents and hire the best talents for your team faster with our localised job site.
Find Out More

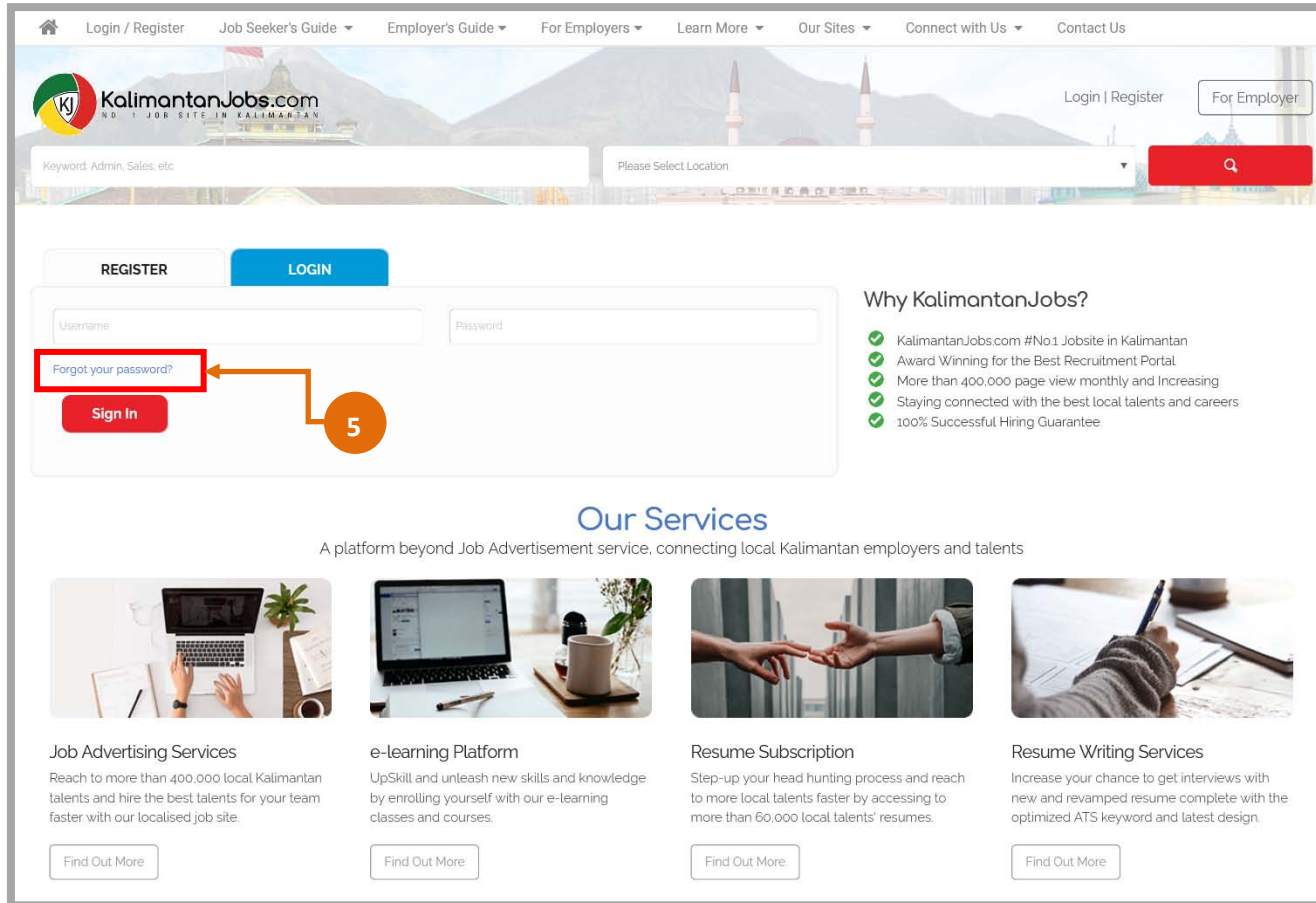
e-learning Platform
UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.
Find Out More

Resume Subscription
Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes.
Find Out More

Resume Writing Services
Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design.
Find Out More

- 1 Click 'Login/Register' to access <https://www.KalimantanJobs.com/login>
- 2 Select 'LOGIN' to sign-in to your Job Seeker's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click 'Forgot your password?' to reset your password

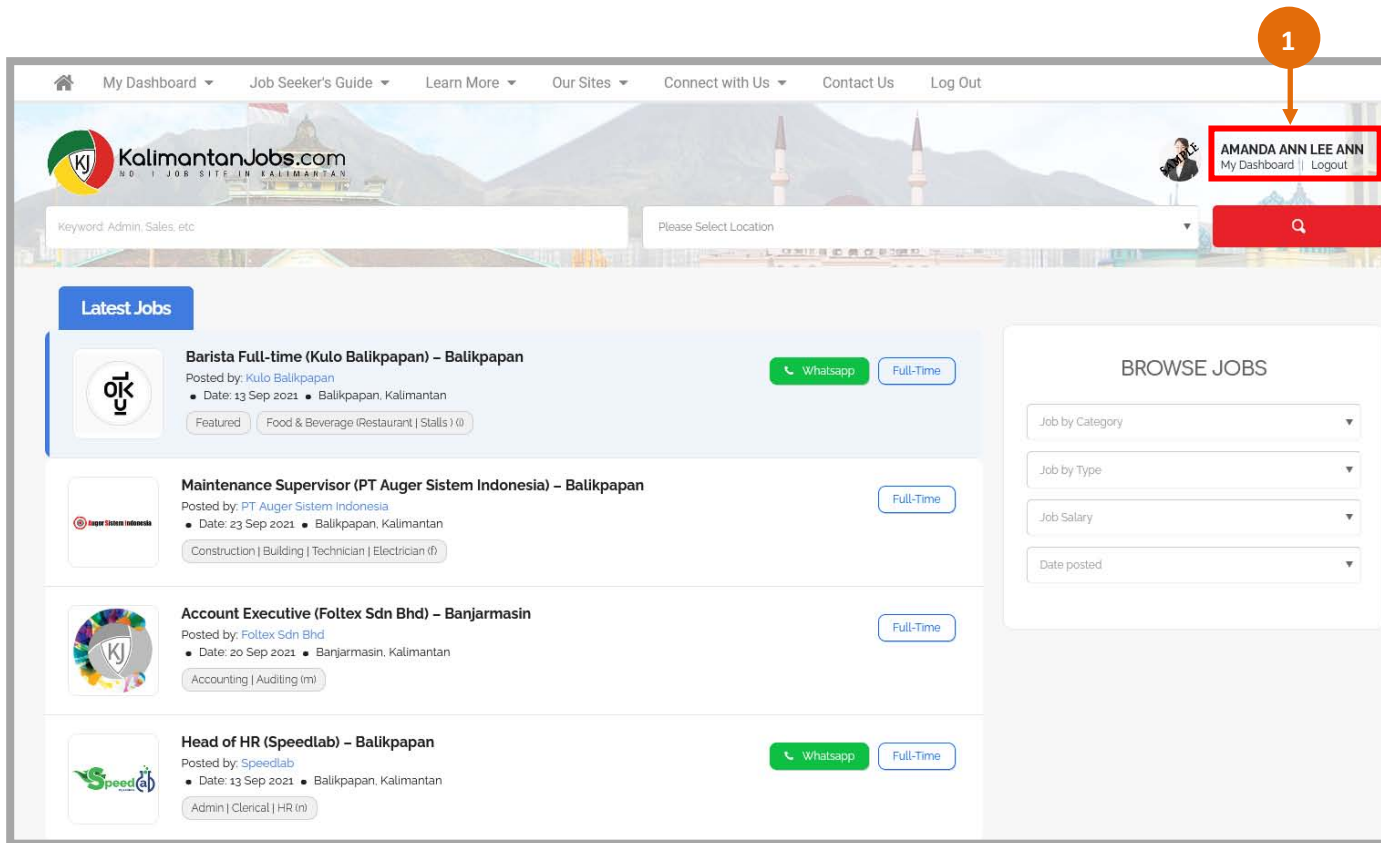
| JOB SEEKER'S LOGIN: *How to reset password?*



The screenshot shows the login page of KalimantanJobs.com. At the top, there is a navigation bar with links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with the text 'Keyword: Admin, Sales, etc.' and a dropdown menu for 'Please Select Location'. The main content area features a 'REGISTER' button and a 'LOGIN' button. Below these buttons are input fields for 'Username' and 'Password'. A red box highlights the 'Forgot your password?' link, and an orange arrow points to it from a circle with the number 5. Below the login fields is a 'Sign In' button. To the right of the login fields is a section titled 'Why KalimantanJobs?' with four bullet points: 'KalimantanJobs.com #No.1 Jobsite in Kalimantan', 'Award Winning for the Best Recruitment Portal', 'More than 400,000 page view monthly and increasing', and '100% Successful Hiring Guarantee'. Below this section is a 'Our Services' section with four cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each card has a 'Find Out More' button.

- 1 Click 'Login/Register' to access <https://www.KalimantanJobs.com/login>
- 2 Select 'LOGIN' to sign-in to your Job Seeker's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click '**Forgot your password?**' to reset your password

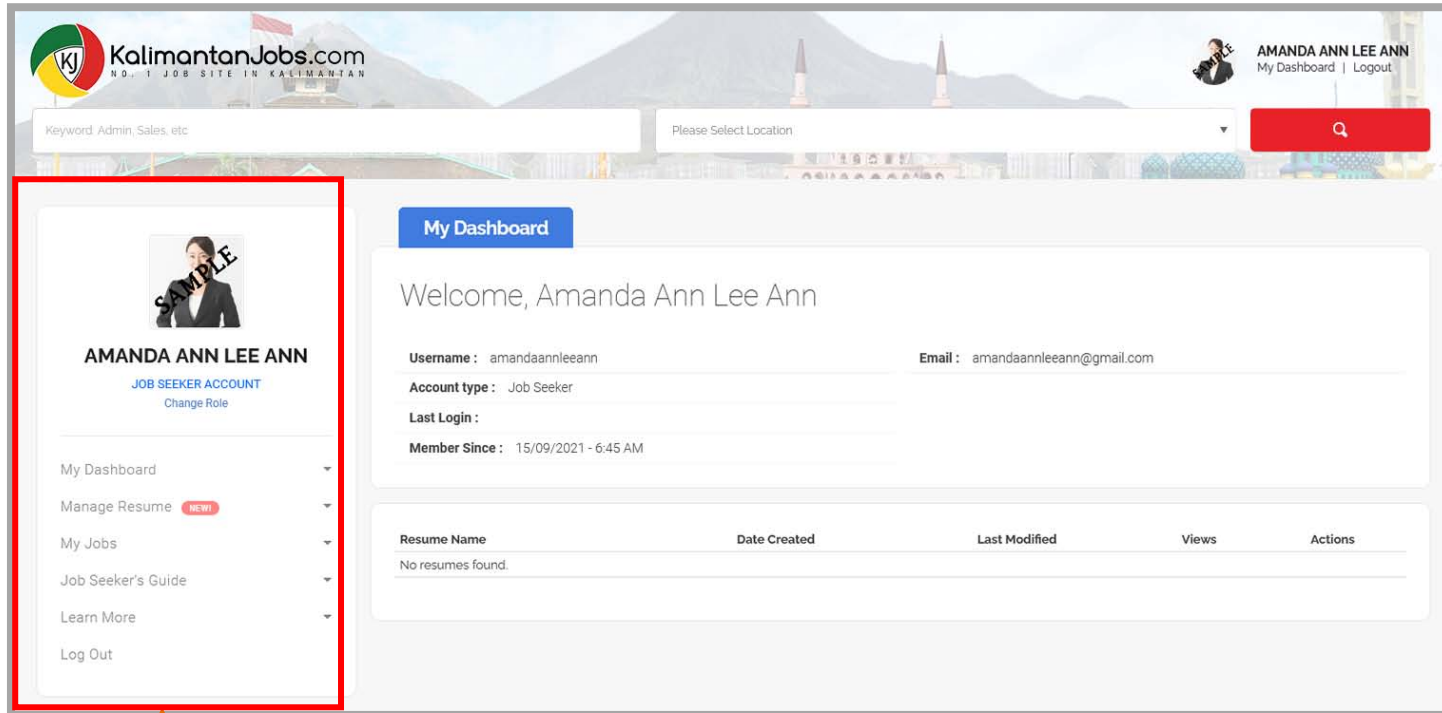
| JOB SEEKER'S DASHBOARD: *Where is My Dashboard?*



Once you are signed-in to your job seeker's account, you will notice your **User Name** appearing on the top right corner.

1 Click '**My Dashboard**' to proceed to access your **Dashboard**.

| JOB SEEKER'S DASHBOARD: *What's in My Dashboard?*

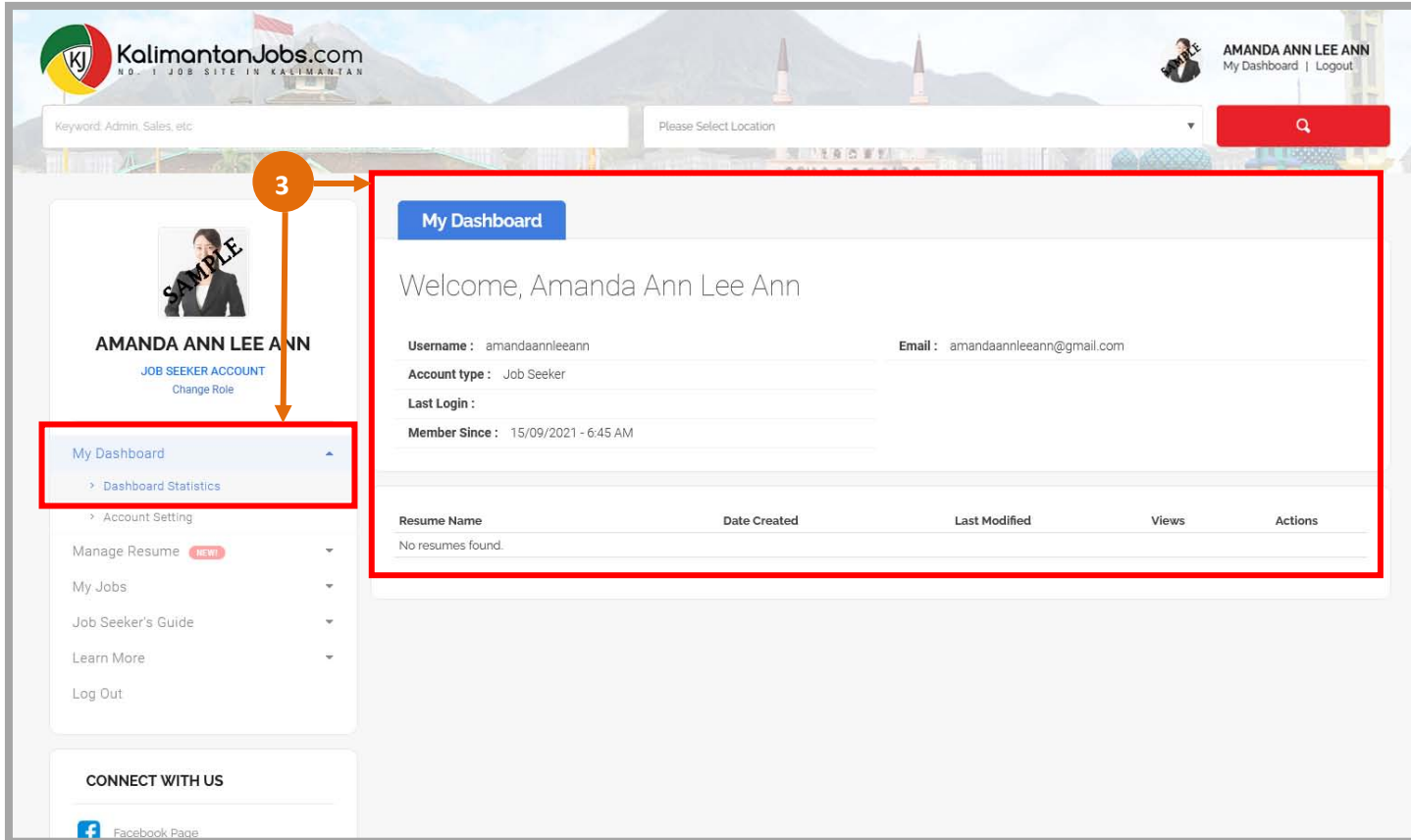


Welcome, you have now entered '**My Dashboard**'.

2 **Side Navigation Bar**

- Refer and use this **Side Navigation Bar** to help guide you through all job seeker-related pages that you'll like to access quickly.

| JOB SEEKER'S DASHBOARD: *Dashboard Statistics*



The screenshot shows the user interface of the Job Seeker's Dashboard. At the top, there's a header with the site logo, a search bar, and a location selector. The user's name, AMANDA ANN LEE ANN, is displayed in the top right corner. The main content area is titled 'My Dashboard' and includes a welcome message, account details (Username, Email, Account type, Last Login, Member Since), and a table for resumes. The sidebar on the left contains a menu with options like 'My Dashboard', 'Dashboard Statistics', 'Account Setting', 'Manage Resume', 'My Jobs', 'Job Seeker's Guide', 'Learn More', and 'Log Out'. A red box highlights the 'My Dashboard' section, and an orange circle with the number 3 points to the 'Dashboard Statistics' link in the sidebar.

My Dashboard displays your job seeker account details as well as the access to view;

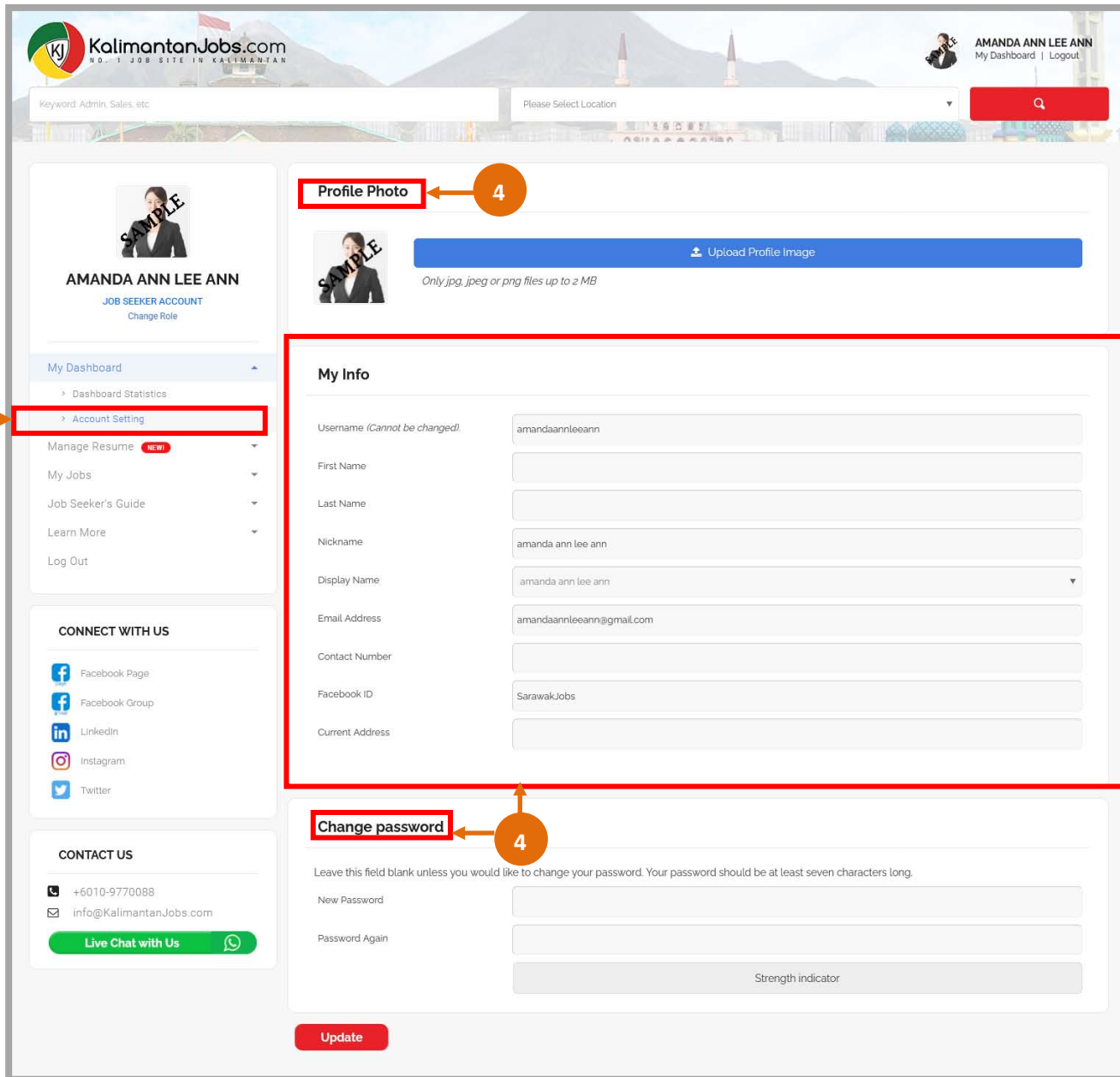
3 **Dashboard Statistics**

Your registered Email Address, Username, Account Type & Online Resume created

4 **Account Setting**

- Ensure to upload your 'Profile Photo'
- Update your Email Address under the **My Info** section
- Change your Password

| JOB SEEKER'S DASHBOARD: Account Setting



AMANDA ANN LEE ANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard

- Dashboard Statistics
- Account Setting**
- Manage Resume NEW!
- My Jobs
- Job Seeker's Guide
- Learn More
- Log Out

CONNECT WITH US

- Facebook Page
- Facebook Group
- LinkedIn
- Instagram
- Twitter

CONTACT US

+6010-9770088
info@KalimantanJobs.com

[Live Chat with Us](#)

Profile Photo 4

Upload Profile Image
Only jpg, jpeg or png files up to 2 MB

My Info

Username (Cannot be changed): amandaannleeann

First Name:

Last Name:

Nickname: amanda ann lee ann

Display Name: amanda ann lee ann

Email Address: amandaannleeann@gmail.com

Contact Number:

Facebook ID: SarawakJobs

Current Address:

Change password 4

Leave this field blank unless you would like to change your password. Your password should be at least seven characters long.

New Password:

Password Again:

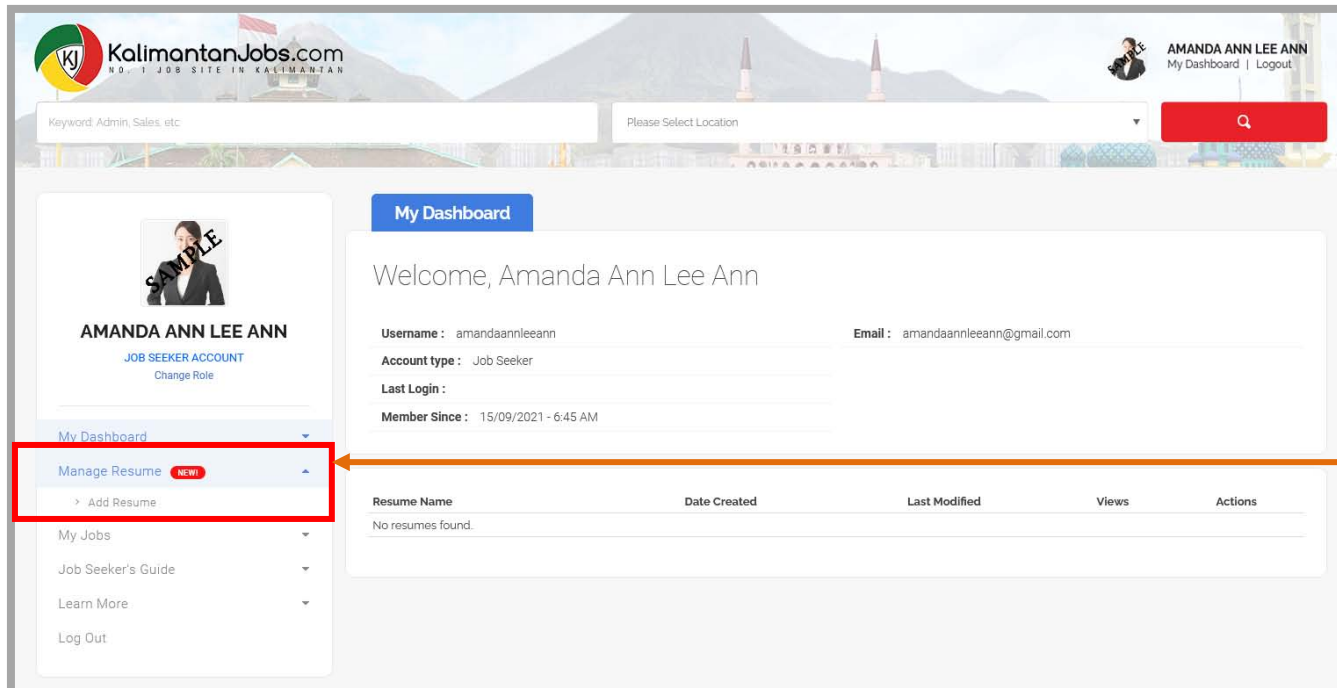
Strength indicator

Update

My Dashboard displays your job seeker account details as well as the access to view;

- Dashboard Statistics**
Your registered Email Address, Username, Account Type & Online Resume created
- Account Setting**
 - Ensure to upload your '**Profile Photo**'
 - Update your Email Address under the **My Info** section
 - Change your Password

| ADD RESUME: *How to Create Online Resume?*



Remember to always use the **Side Navigation Bar** on the left.

> Go to '**Manage Resume**'

> Click '**Add Resume**'

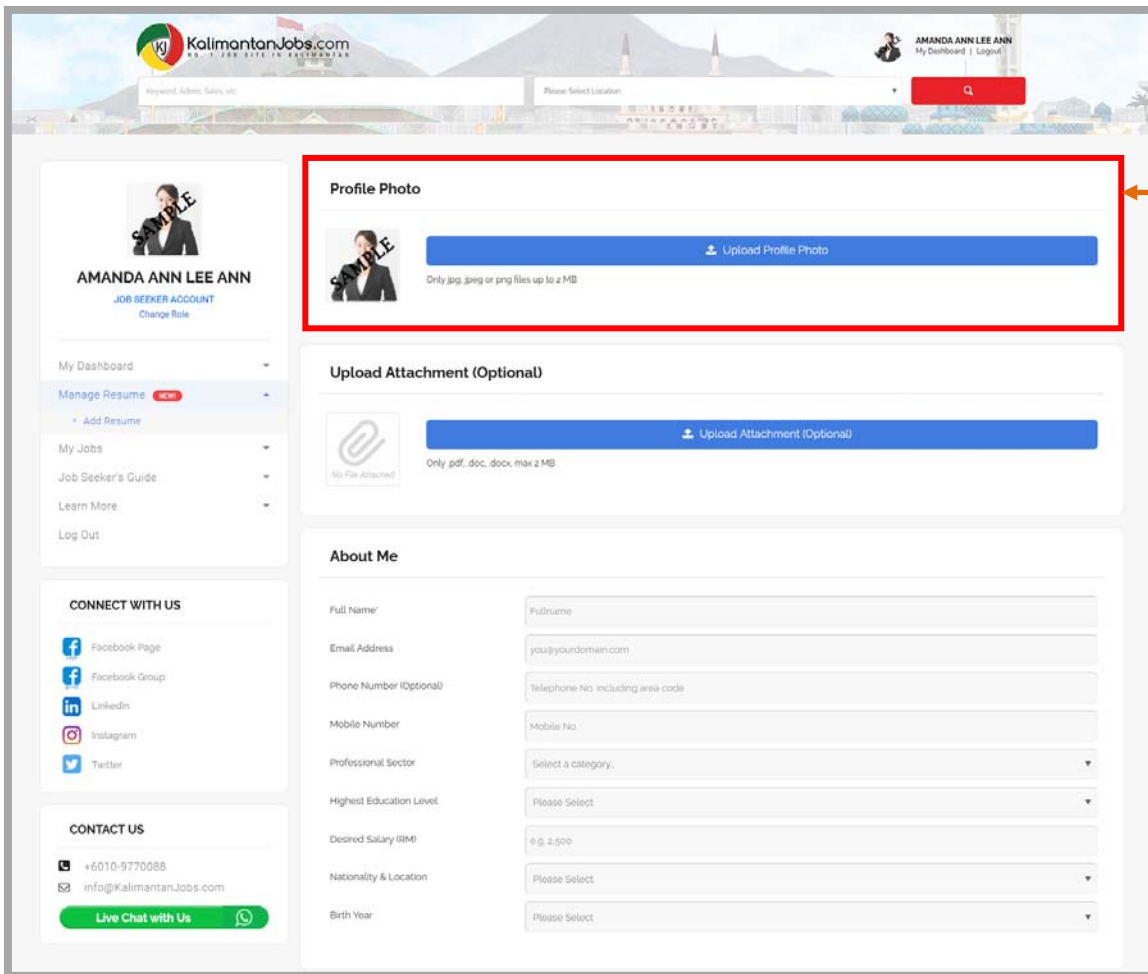
You will be directed to '**Add Resume**' page to begin creating your Online Resume.

| ADD RESUME: *How to Create Online Resume?*

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 **Upload Attachment (Optional)**: Upload your supporting document (*in Word doc or pdf*)
- 3 **About Me** section: Key-in all basic information
- 4 **Spoken Language** section: Choose and tick which language skill that you possess
- 5 **Career Objective & Summary** section
- 6 **Experience** section: Include complete details of your working experience.
- 7 **Education** section: Include your education qualification
- 8 **Skills & Specialties** section: Include your Hard Skills & Soft Skills



The screenshot displays the user profile page for 'AMANDA ANN LEE ANN'. The page is divided into several sections:

- Profile Photo:** A section with a red border containing a 'SAMPLE' photo and an 'Upload Profile Photo' button. Below the button, it states 'Only jpg, jpeg or png files up to 2 MB'.
- Upload Attachment (Optional):** A section with a blue 'Upload Attachment (Optional)' button. Below the button, it states 'Only pdf, doc, docx, max 2 MB'.
- About Me:** A section with various input fields:
 - Full Name: [Fullname]
 - Email Address: [you@yourdomain.com]
 - Phone Number (Optional): [Telephone No. including area code]
 - Mobile Number: [Mobile No.]
 - Professional Sector: [Select a category.]
 - Highest Education Level: [Please Select]
 - Desired Salary (RM): [e.g. 2,500]
 - Nationality & Location: [Please Select]
 - Birth Year: [Please Select]

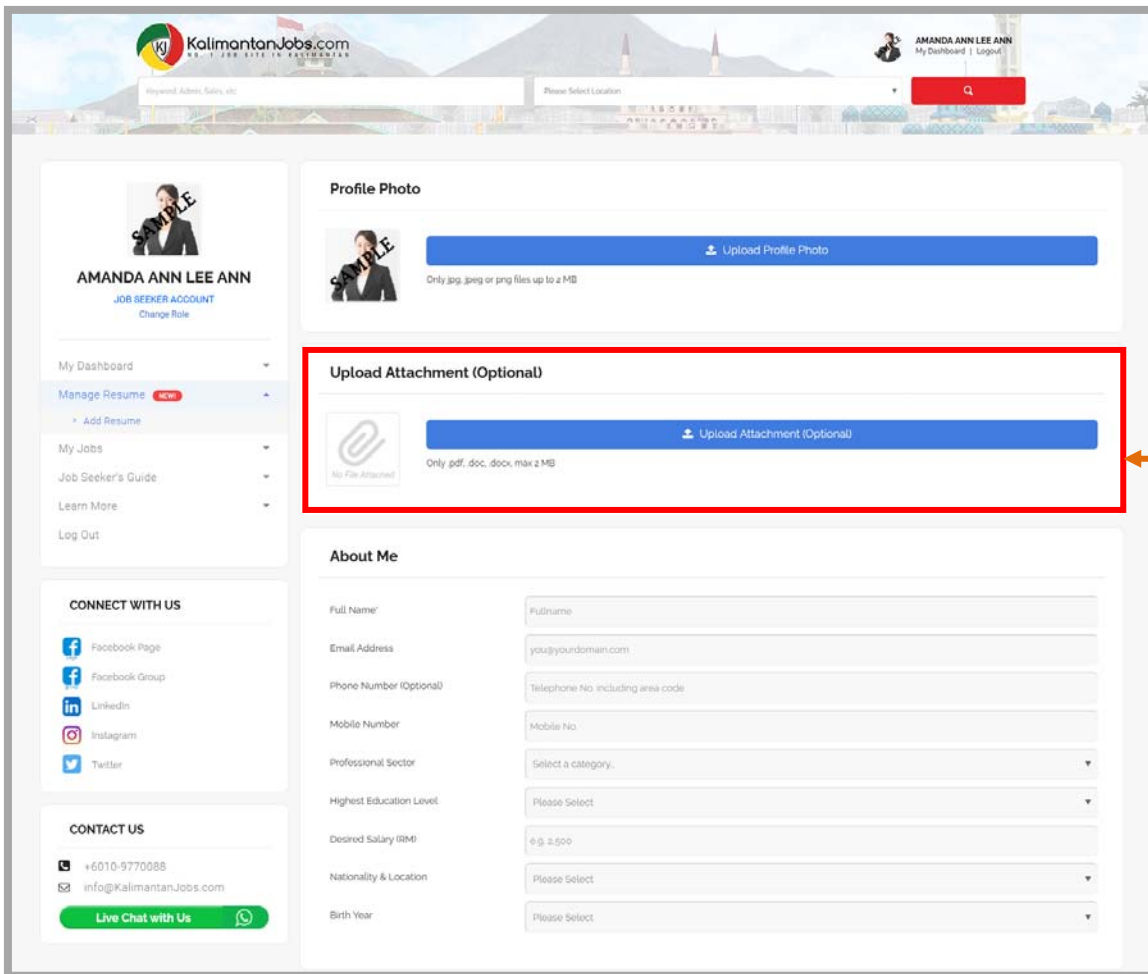
The sidebar on the left includes links to 'My Dashboard', 'Manage Resume' (with a red 'NEW' badge), 'Add Resume', 'My Jobs', 'Job Seeker's Guide', 'Learn More', and 'Log Out'. It also features social media links (Facebook Page, Facebook Group, LinkedIn, Instagram, Twitter) and contact information (+6010-9770088, info@KalimantanJobs.com, and a 'Live Chat with Us' button).

| ADD RESUME: *How to Create Online Resume?*

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 **Upload Attachment (Optional)**: Upload your supporting document (*in Word doc or pdf*)
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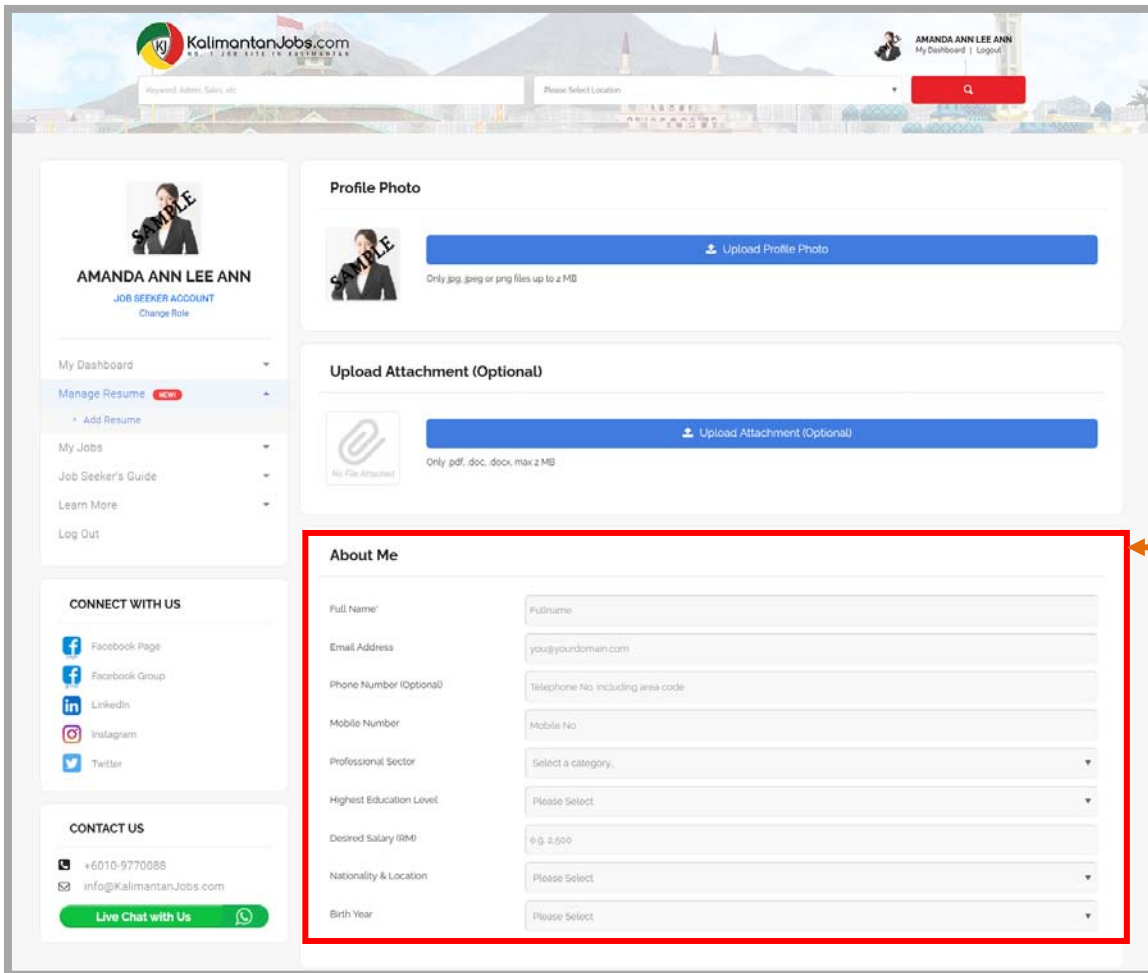
The screenshot shows the user dashboard for AMANDA ANN LEE ANN. The 'Manage Resume' section is active, displaying a 'Profile Photo' upload area, an 'Upload Attachment (Optional)' area (highlighted with a red box), and an 'About Me' section with various input fields for personal and professional information.

| ADD RESUME: *How to Create Online Resume?*

How to **Add Resume?**

Follow the steps to complete the input of all essential information;

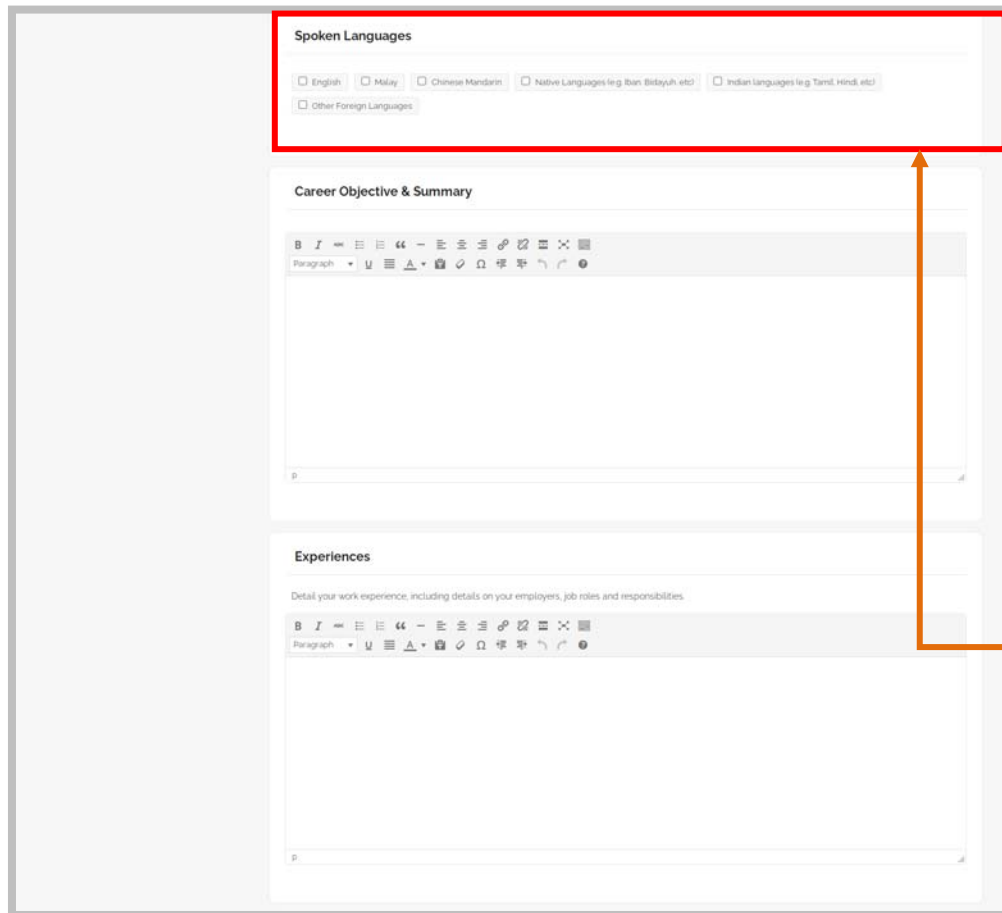
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- 7 **Education** section: Include your education qualification
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The screenshot shows the user profile page for 'AMANDA ANN LEE ANN'. The 'About Me' section is highlighted with a red box and an orange arrow pointing to it from step 3 of the instructions. The 'About Me' section contains the following fields:

- Full Name:
- Email Address:
- Phone Number (Optional):
- Mobile Number:
- Professional Sector:
- Highest Education Level:
- Desired Salary (RM):
- Nationality & Location:
- Birth Year:

| ADD RESUME: *How to Create Online Resume?*



Spoken Languages

☐ English ☐ Malay ☐ Chinese Mandarin ☐ Native Languages (eg. Iban, Bidayuh, etc.) ☐ Indian languages (eg. Tamil, Hindi, etc.) ☐ Other Foreign Languages

Career Objective & Summary

Experiences

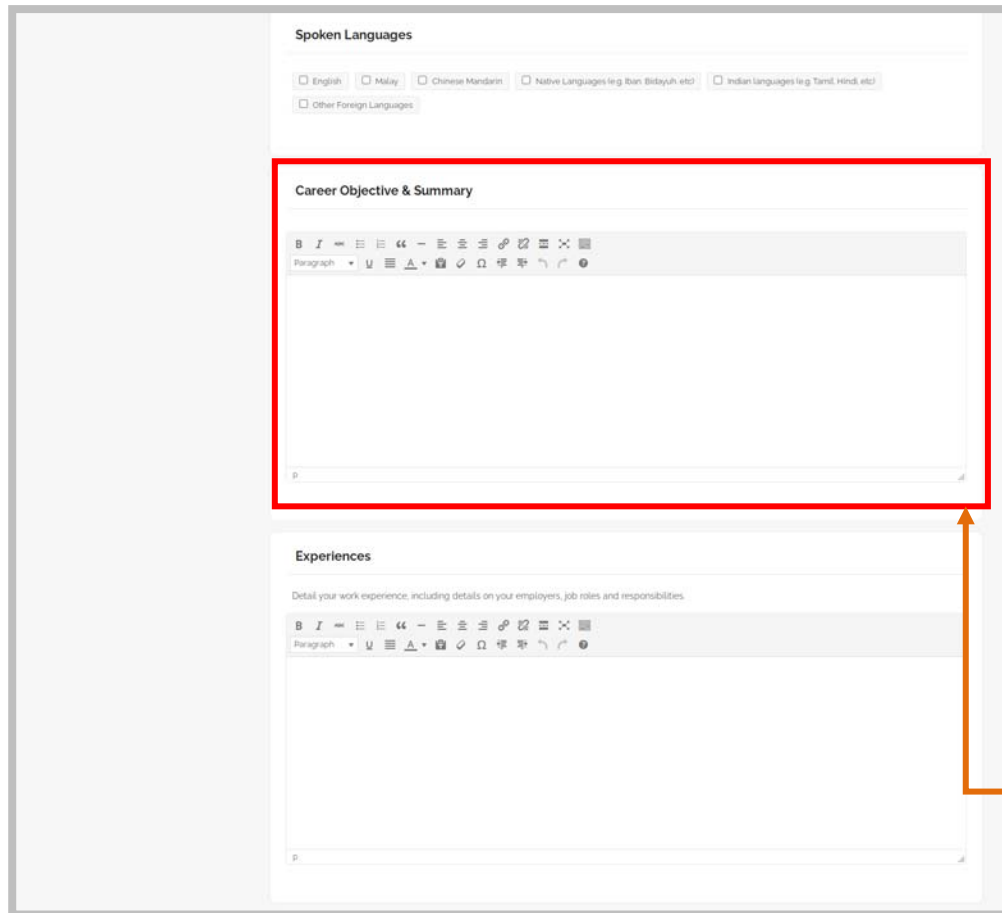
Detail your work experience, including details on your employers, job roles and responsibilities.

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (in Word doc or pdf)
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| ADD RESUME: *How to Create Online Resume?*



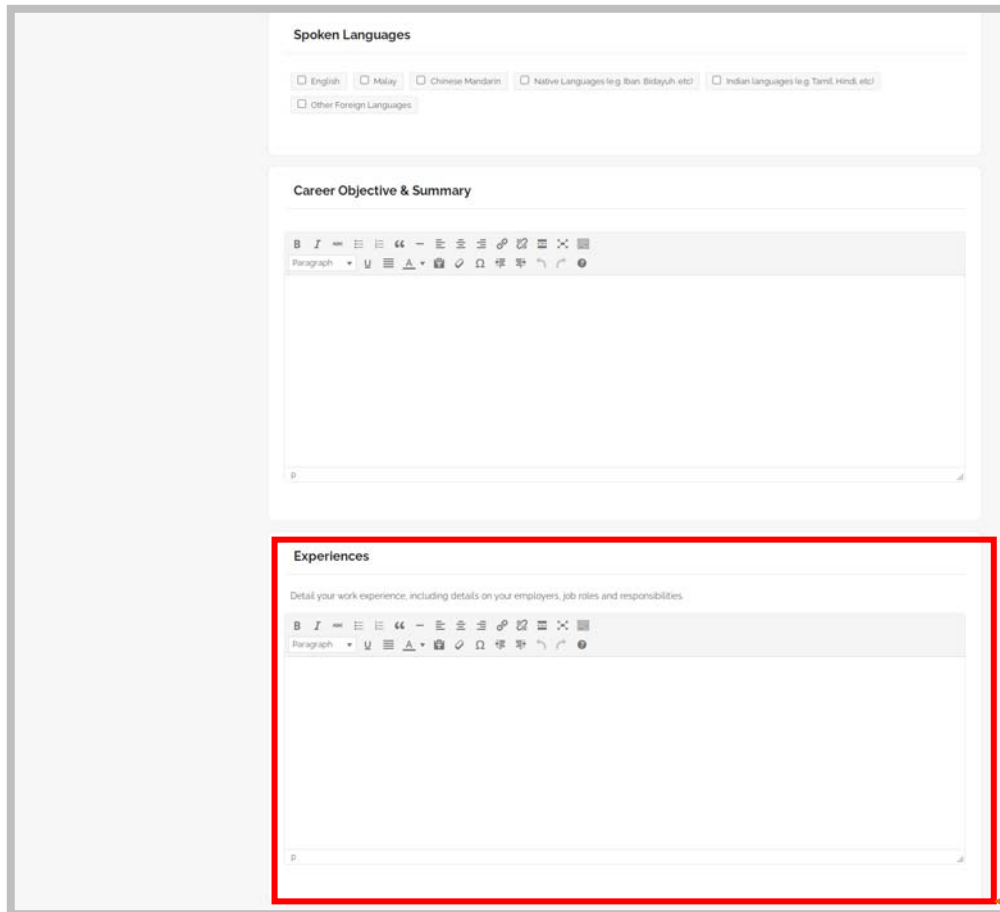
The screenshot shows a web form for creating an online resume. It includes sections for 'Spoken Languages', 'Career Objective & Summary', and 'Experiences'. The 'Career Objective & Summary' section is highlighted with a red border. An orange arrow points from step 5 of the list to this section.

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (in Word doc or pdf)
- 3 About Me section: Key-in all basic information
- 4 Spoken Language section: Choose and tick which language skill that you possess
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- 6 Experience section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*

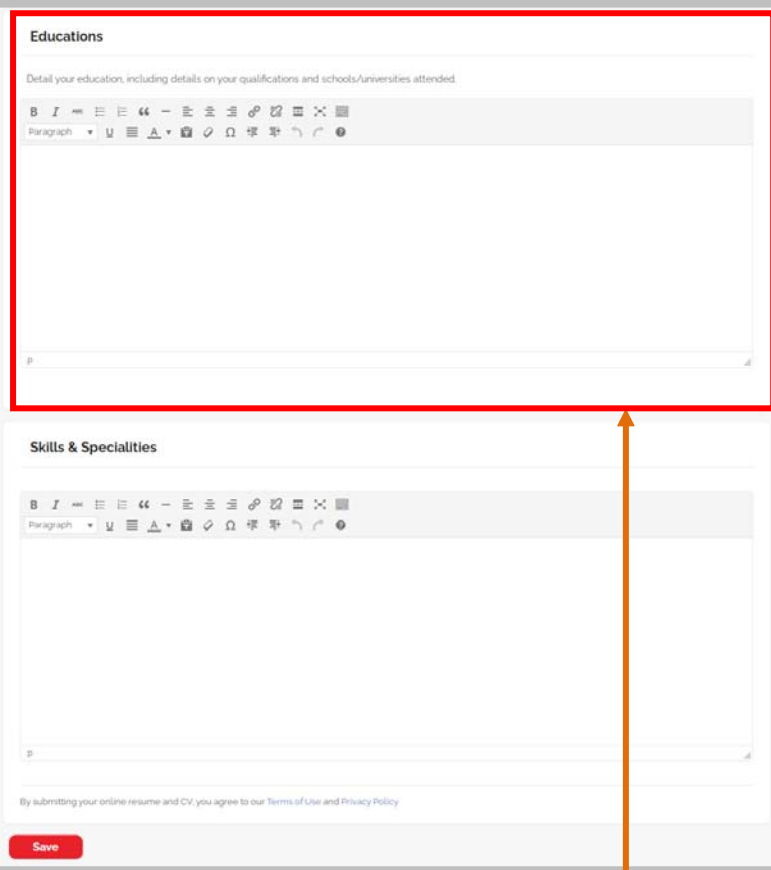


How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)
- 3 About Me section: Key-in all basic information
- 4 Spoken Language section: Choose and tick which language skill that you possess
- 5 Career Objective & Summary section
- 6 **Experience** section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*



Educations

Detail your education, including details on your qualifications and schools/universities attended.

Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo.

Skills & Specialities

Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo.

By submitting your online resume and CV, you agree to our [Terms of Use](#) and [Privacy Policy](#).

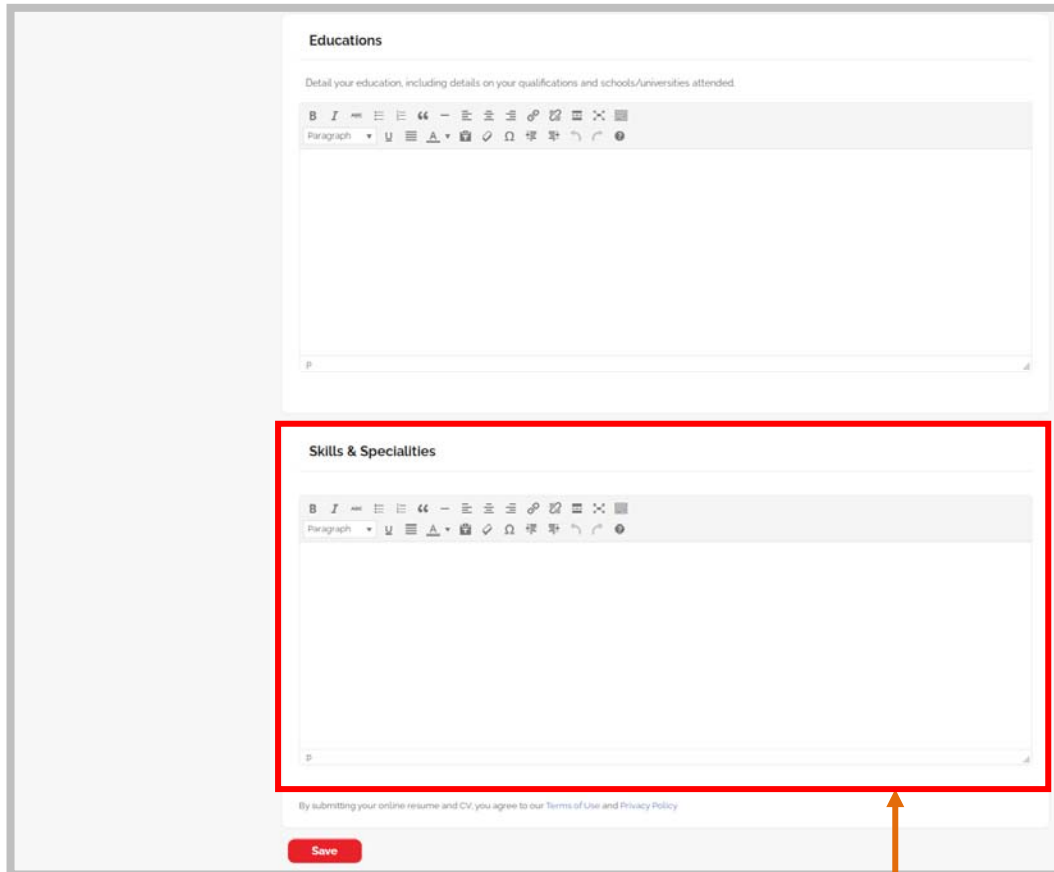
Save

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)
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- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 **Education** section: Include your education qualification
- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*



The screenshot shows a web form for creating an online resume. It has two main sections: 'Educations' and 'Skills & Specialties'. Both sections have a rich text editor with a toolbar. The 'Skills & Specialties' section is highlighted with a red border. An orange arrow points from step 8 of the instructions to this section.

How to Add Resume?

Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid casual or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)
- 3 About Me section: Key-in all basic information
- 4 Spoken Language section: Choose and tick which language skill that you possess
- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 **Skills & Specialties** section: Include your Hard Skills & Soft Skills

| ADD RESUME: *Preview Online Resume*

Upon submission of all Resume details, you will be directed to your completed **Online Resume page**.

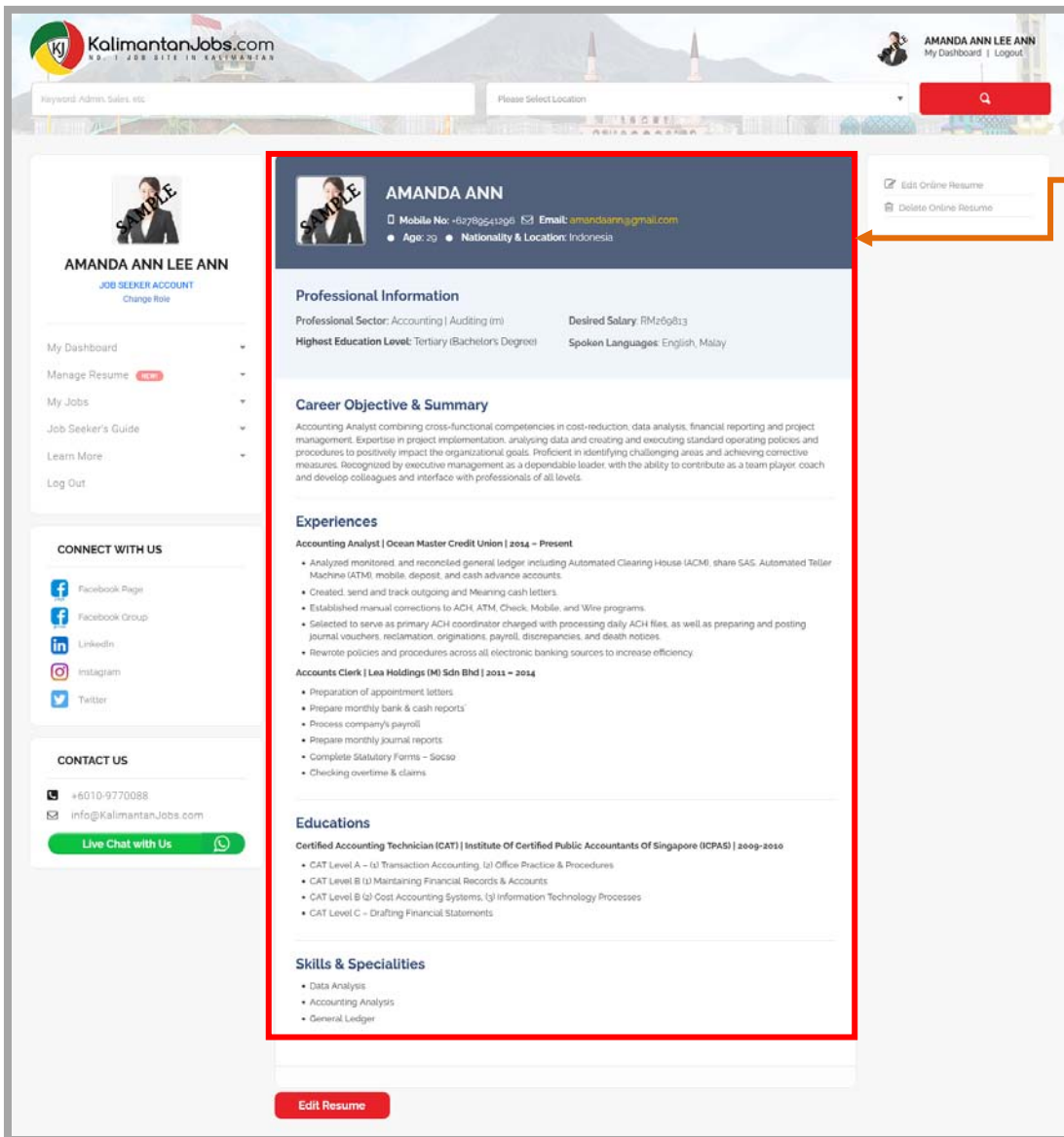
1 Review your Online Resume; ensure all information are accurate

2 Edit Online Resume to make amendment on your resume

3 Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.



KalimantanJobs.com
NO. 1 JOB SITE IN KALIMANTAN

Keyword Admin, Sales, etc. Please Select Location

AMANDA ANN LEE ANN
My Dashboard | Logout

AMANDA ANN LEE ANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard
Manage Resume
My Jobs
Job Seeker's Guide
Learn More
Log Out

CONNECT WITH US

Facebook Page
Facebook Group
LinkedIn
Instagram
Twitter

CONTACT US

+6010-9770088
info@KalimantanJobs.com
Live Chat with Us

AMANDA ANN
Mobile No: +62786541296 | Email: amandann@gmail.com
Age: 29 | Nationality & Location: Indonesia

Professional Information

Professional Sector: Accounting | Auditing (m) | Desired Salary: RM26813
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, 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 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, reconciliation, originations, payroll, discrepancies, and death notices.
- Rewrote policies and procedures across all electronic banking sources to increase efficiency.

Accounts Clerk | Lea 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

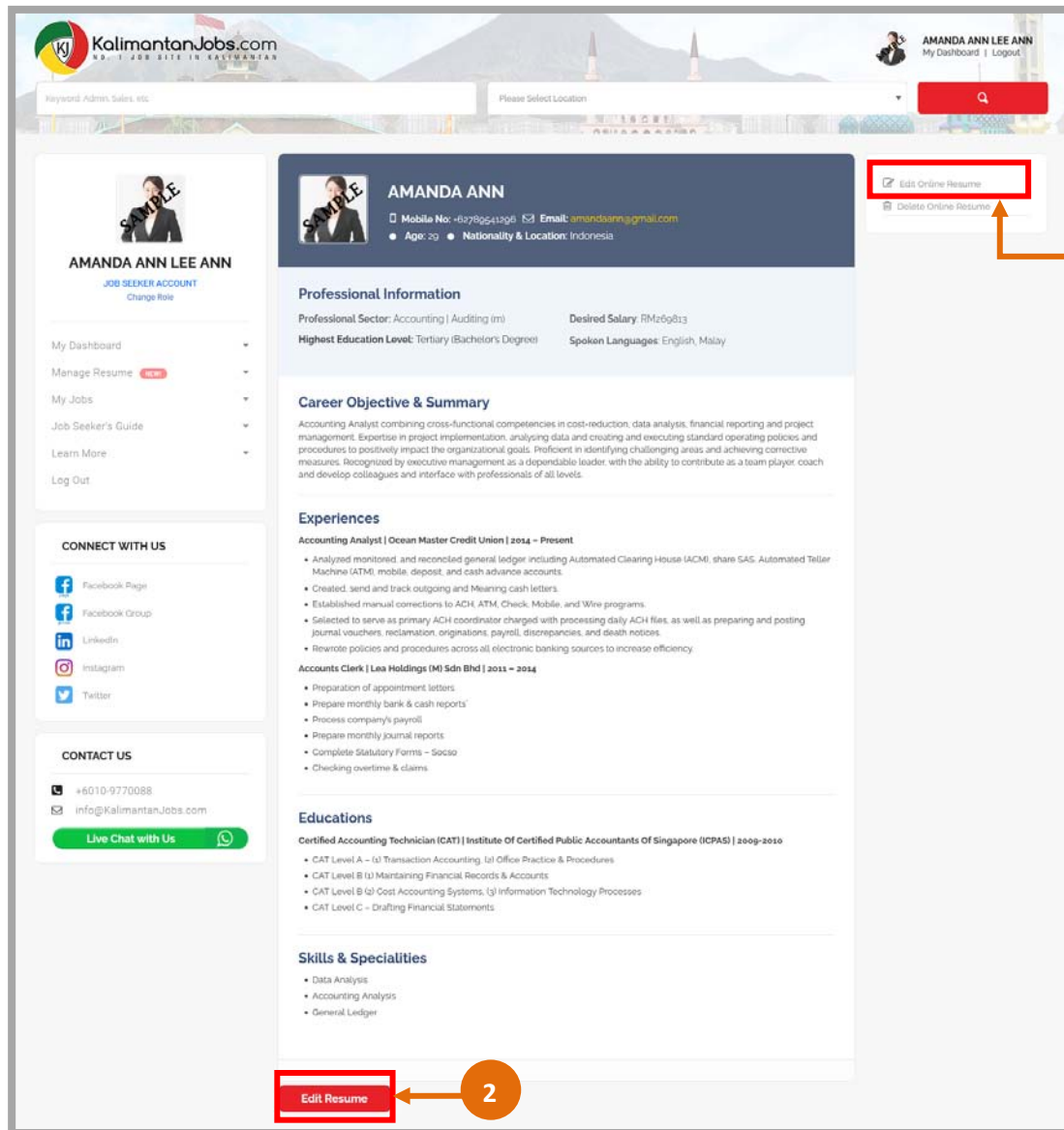
- CAT Level A - (a) Transaction Accounting, (b) Office Practice & Procedures.
- CAT Level B (i) Maintaining Financial Records & Accounts.
- CAT Level B (ii) Cost Accounting Systems, (j) Information Technology Processes.
- CAT Level C - Drafting Financial Statements.

Skills & Specialities

- Data Analysis
- Accounting Analysis
- General Ledger

Edit Resume

| ADD RESUME: *Preview Online Resume*



AMANDA ANN LEE ANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard
Manage Resume
My Jobs
Job Seeker's Guide
Learn More
Log Out

CONNECT WITH US

Facebook Page
Facebook Group
LinkedIn
Instagram
Twitter

CONTACT US

+6010-9770088
info@KalimantanJobs.com
Live Chat with Us

AMANDA ANN
Mobile No: +62789541596 Email: amandsann@gmail.com
Age: 29 Nationality & Location: Indonesia

Professional Information
Professional Sector: Accounting | Auditing (m) Desired Salary: RM269813
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, 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 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, reconciliation, originations, payroll, discrepancies, and death notices.
- Rewrote policies and procedures across all electronic banking sources to increase efficiency.

Accounts Clerk | Lea 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 - (a) Transaction Accounting, (a) Office Practice & Procedures
- CAT Level B (i) Maintaining Financial Records & Accounts
- CAT Level B (a) Cost Accounting Systems, (a) Information Technology Processes
- CAT Level C - Drafting Financial Statements

Skills & Specialities

- Data Analysis
- Accounting Analysis
- General Ledger

Edit Online Resume
Delete Online Resume

Edit Resume

Upon submission of all Resume details, you will be directed to your completed **Online Resume page**.

- 1 Review your Online Resume; ensure all information are accurate
- 2 **Edit Online Resume** to make amendment on your resume
- 3 Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

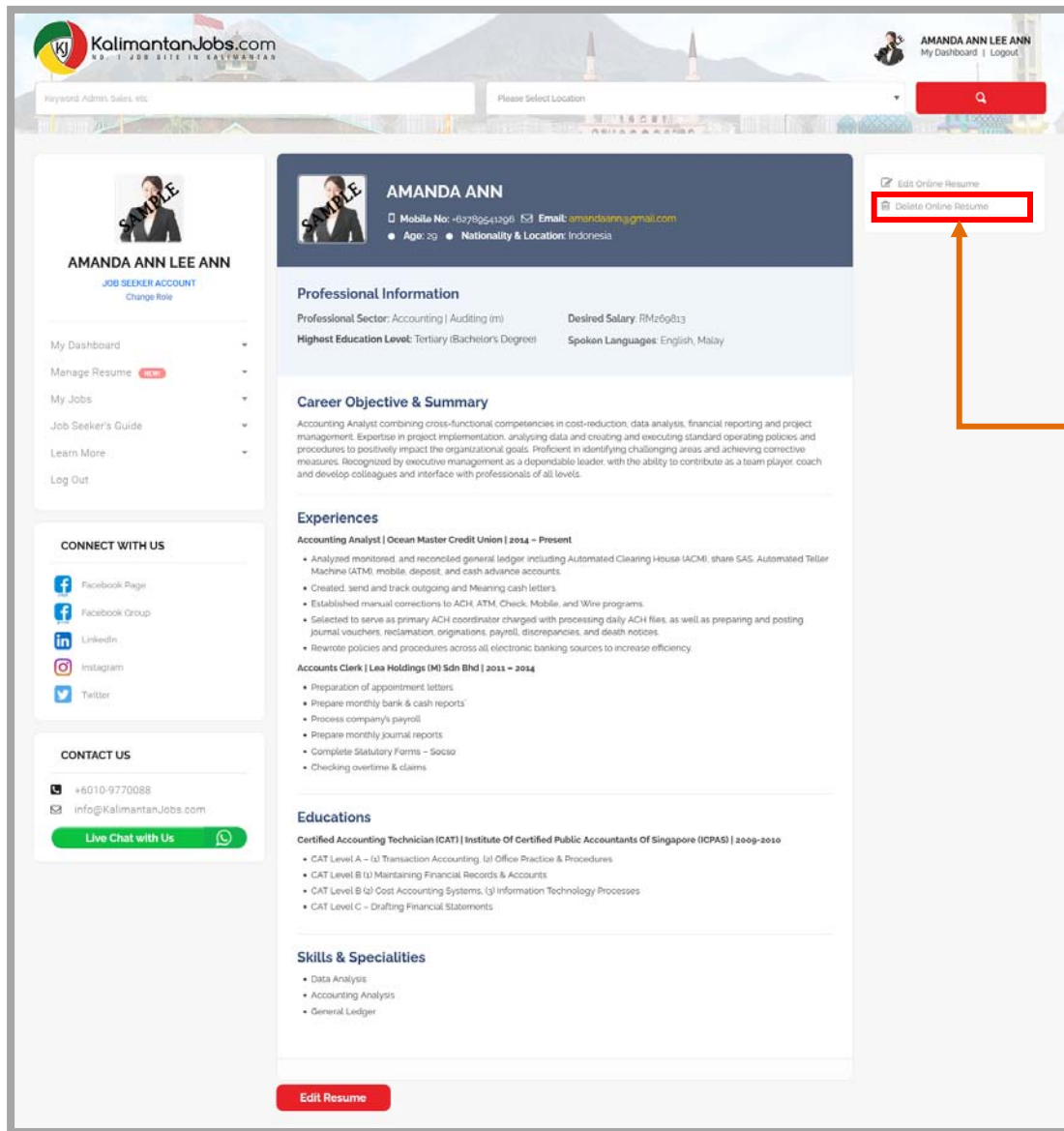
| ADD RESUME: *Preview Online Resume*

Upon submission of all Resume details, you will be directed to your completed **Online Resume page**.

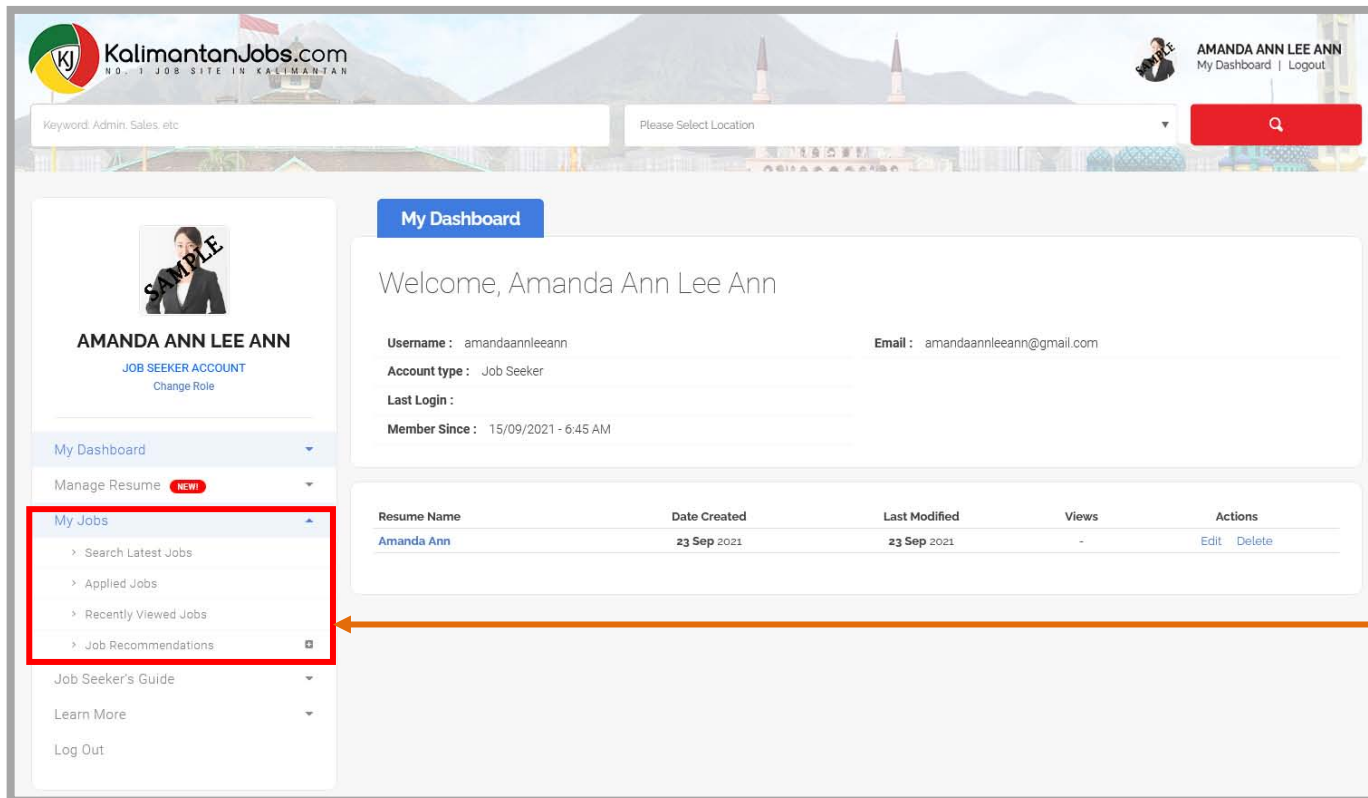
- 1 Review your Online Resume; ensure all information are accurate
- 2 Edit Online Resume to make amendment on your resume
- 3 **Delete Online Resume** to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.



| MY JOBS: How to Search Latest Jobs?



KalimantanJobs.com
NO. 1 JOB SITE IN KALIMANTAN

Keyword: Admin, Sales, etc. Please Select Location

AMANDA ANN LEE ANN
My Dashboard | Logout

My Dashboard

Welcome, Amanda Ann Lee Ann

Username : amandaannleeann Email : amandaannleeann@gmail.com
Account type : Job Seeker
Last Login :
Member Since : 15/09/2021 - 6:45 AM

Resume Name	Date Created	Last Modified	Views	Actions
Amanda Ann	23 Sep 2021	23 Sep 2021	-	Edit Delete

My Jobs

- > Search Latest Jobs
- > Applied Jobs
- > Recently Viewed Jobs
- > Job Recommendations

Job Seeker's Guide
Learn More
Log Out

Remember to always use the **Side Navigation Bar** on the left.

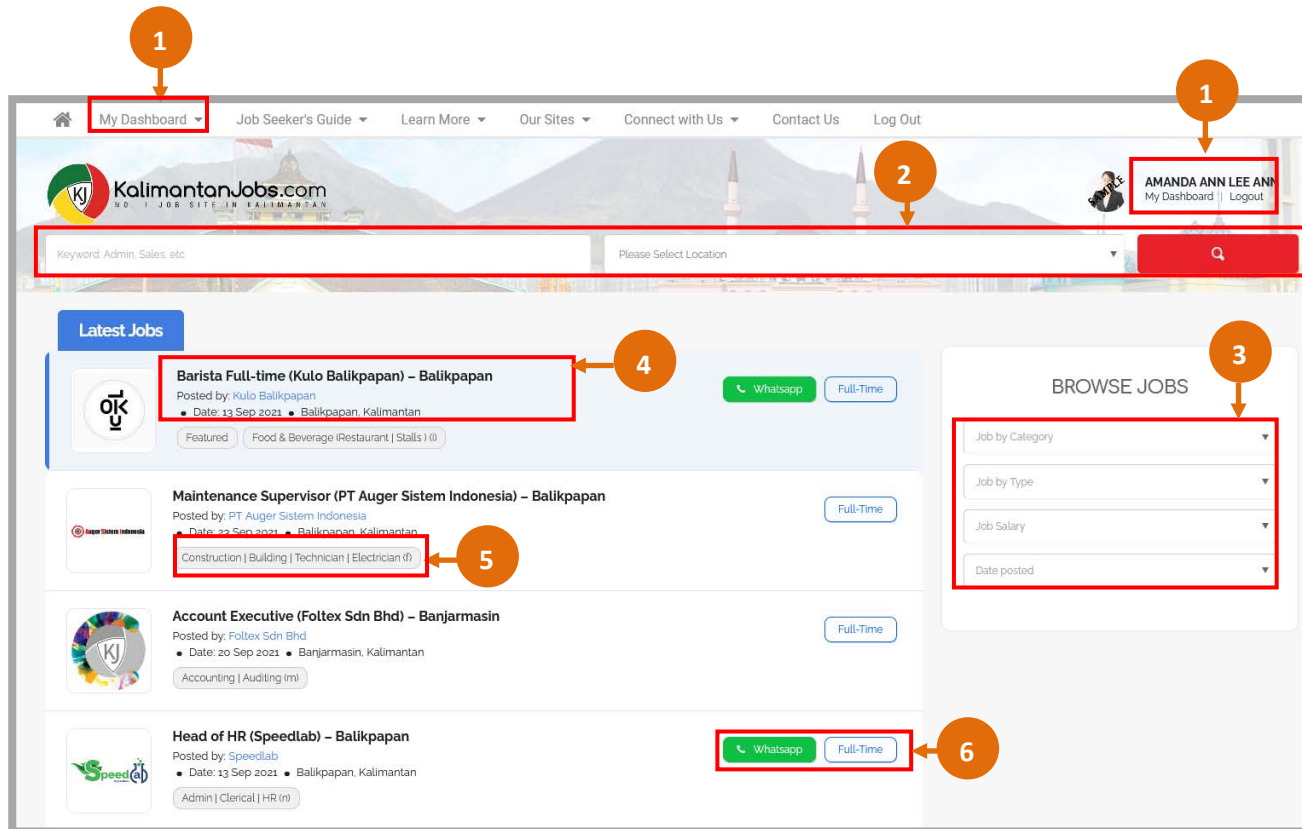
> Go to 'My Jobs'

> Click '**Search Latest Jobs**' You will be directed to the **Latest Jobs** page to begin your job search.

Or go to the **Latest Jobs** page:

<https://www.KalimantanJobs.com/latest-jobs/>

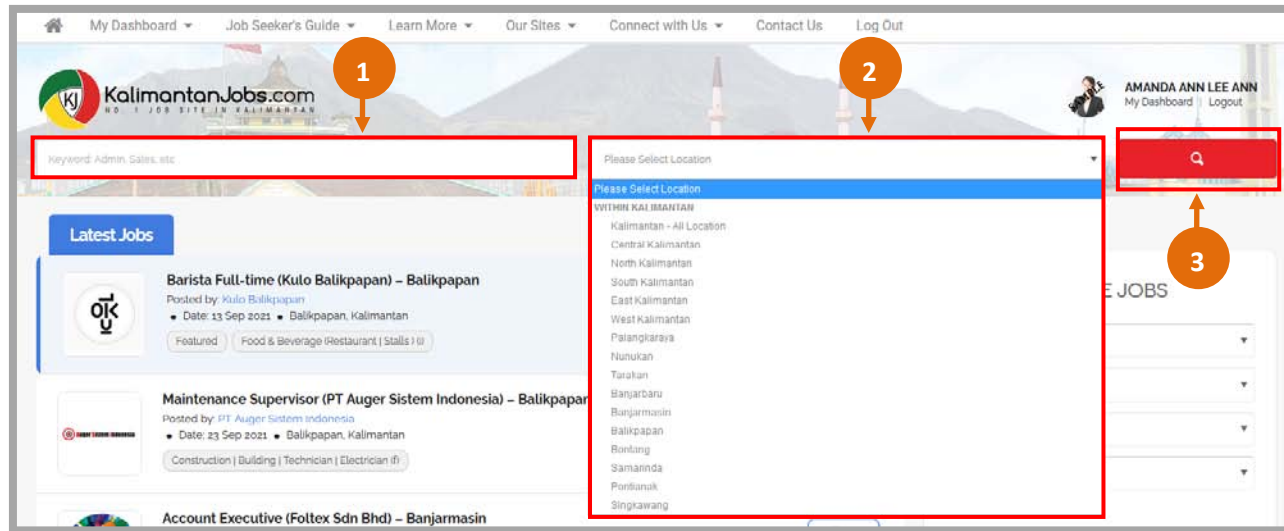
| MY JOBS: *How to Search Latest Jobs?*



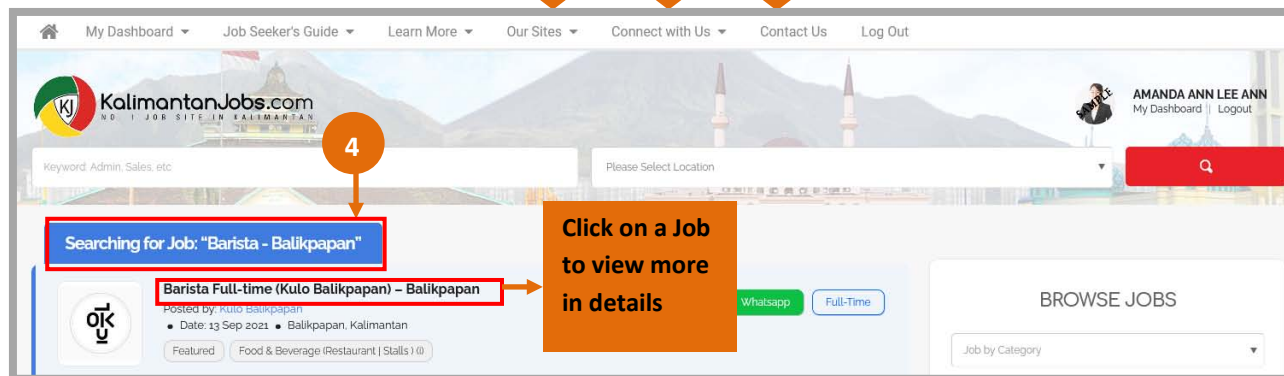
On the Latest Jobs Page, it will display all available jobs. Below is an overview guide.

- 1 My Dashboard button:**
Click to go back to your Dashboard
- 2 Search Function section:**
Search jobs via Key words & Location
See more tips on page 24
- 3 Browse Jobs section:**
Search jobs via Job Category, Job Type, etc.
See more tips on page 25
- 4 Each Job Ad displays information such as:**
 - > Job Title & Location
 - > Company Name
 - > Date posted*Click on **Job Title** to see more job information*
- 5 Job Category for each Job:**
Clickable Button that directs you to relevant jobs
ie: Accounting | Auditing (m) / General Work (s)
- 6 Job Type button display:**
ie: Full Time / Part Time / Whatsapp / Contract and etc.
NOTE: 'Whatsapp' button indicates the job ad can be applied via WhatsApp

| MY JOBS: *How to Search Latest Jobs*



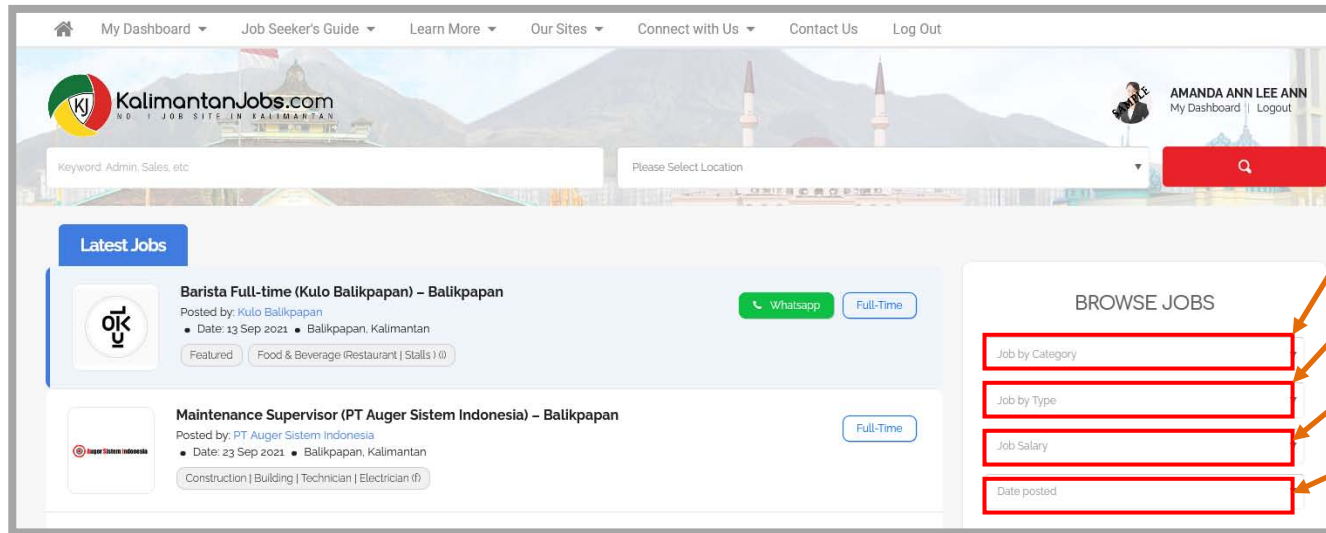
Instant Search Results



On the Latest Jobs Page, simply begin to search for jobs through **Keywords** & **Location**:

- 1 **Keywords** section:
Key-in the Job Category/ Company Name that you wish search for
i.e. Barista
- 2 **Location** section:
Search jobs based on your preferred location
i.e. Balikpapan
- 3 Click on the '**RED**' button to generate the Search result
- 4 '**Instant Search Results**'
Related job ads based on your 'keyword' used and 'Location' selected are displayed instantly

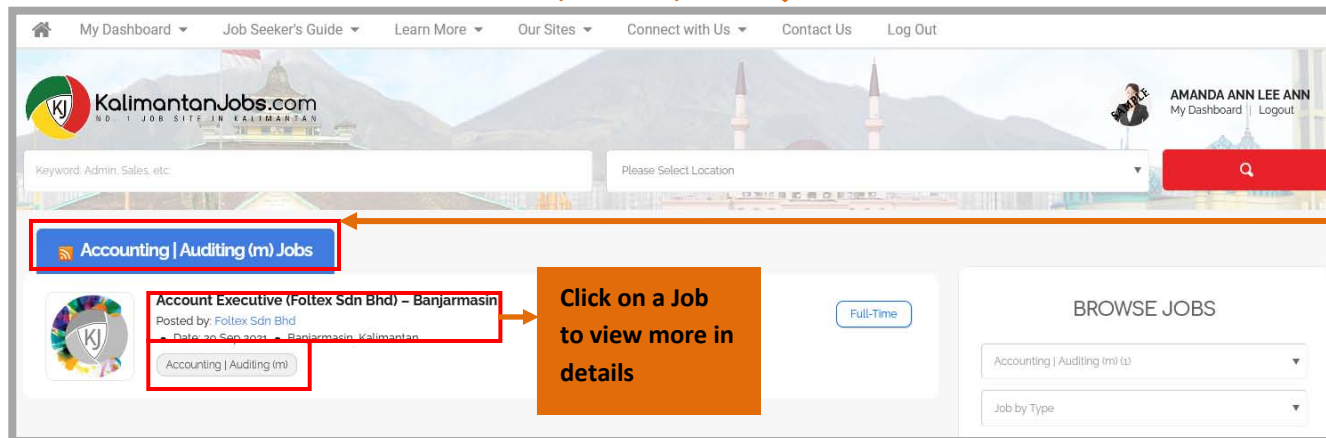
| MY JOBS: Search Jobs using 'Browse Jobs' function



On the 'Latest Jobs' page, **BROWSE** and filter jobs based on any 4 selections;

- 1 **Job Category** (ie: Accounting | Auditing (m) / Admin | Clerical | HR (n), etc)
- 2 **Job Type** (full time, internship, part-time, etc)
- 3 **Job Salary**
- 4 **Date posted**

Instant Search Results



Once a selection is chosen, it will instantly generate the search results

*Left Image shows the example when you browse jobs using **JOB BY CATEGORY***

Accounting/Auditing (m) Jobs are displayed

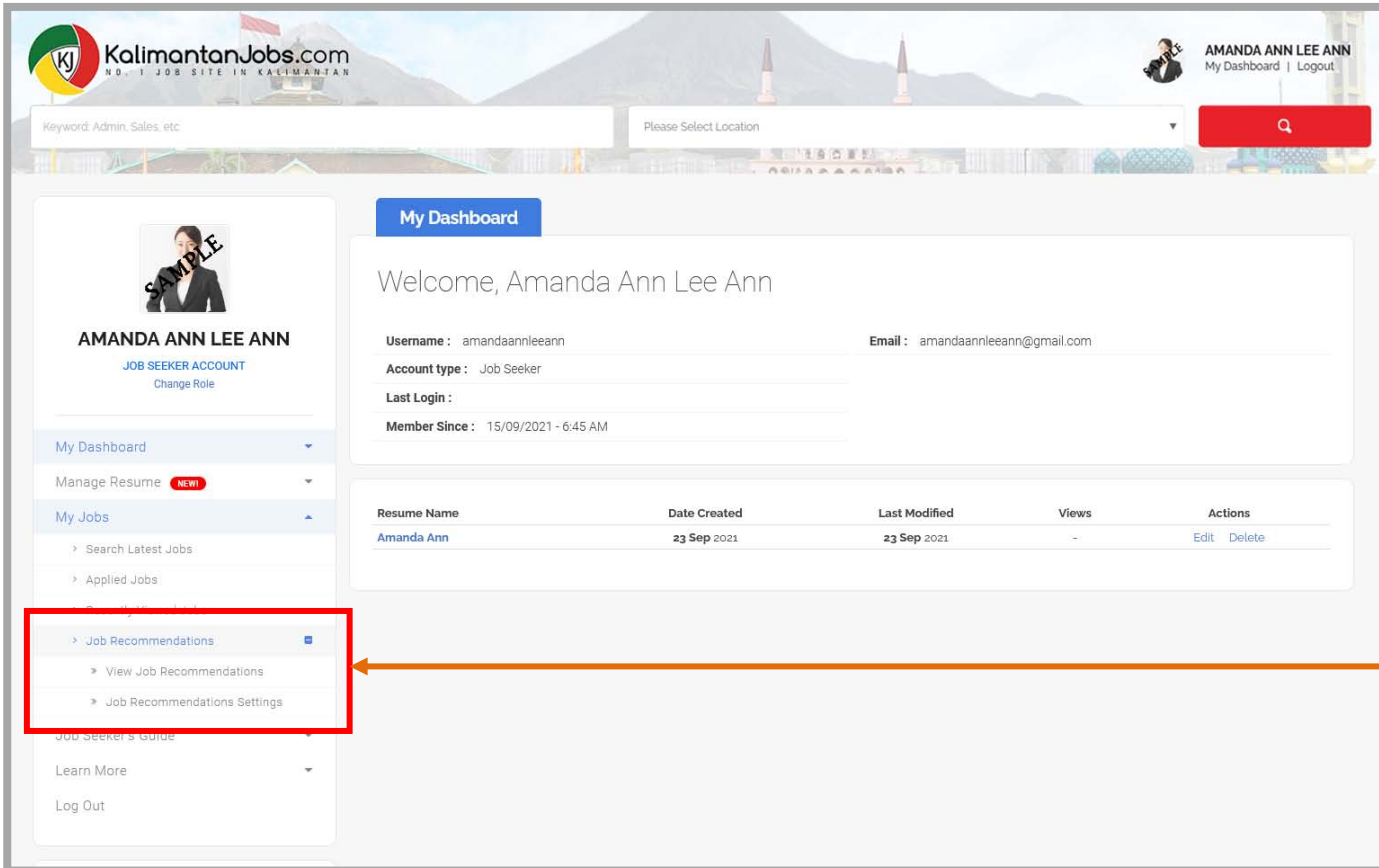
| MY JOBS: *Job Recommendations*

Update your **Job Recommendations** settings (**Job Category, Job Type and Preferred Location**) and you'll get to select the best jobs accordance to your preference

1

On your **DASHBOARD**,

- Go to 'Job Recommendations'
- Click 'Job Recommendations Settings'



KalimantanJobs.com
NO. 1 JOB SITE IN KALIMANTAN

Keyword: Admin, Sales, etc. Please Select Location

AMANDA ANN LEE ANN
My Dashboard | Logout

AMANDA ANN LEE ANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard

Welcome, Amanda Ann Lee Ann

Username : amandaannleeann Email : amandaannleeann@gmail.com

Account type : Job Seeker

Last Login :

Member Since : 15/09/2021 - 6:45 AM

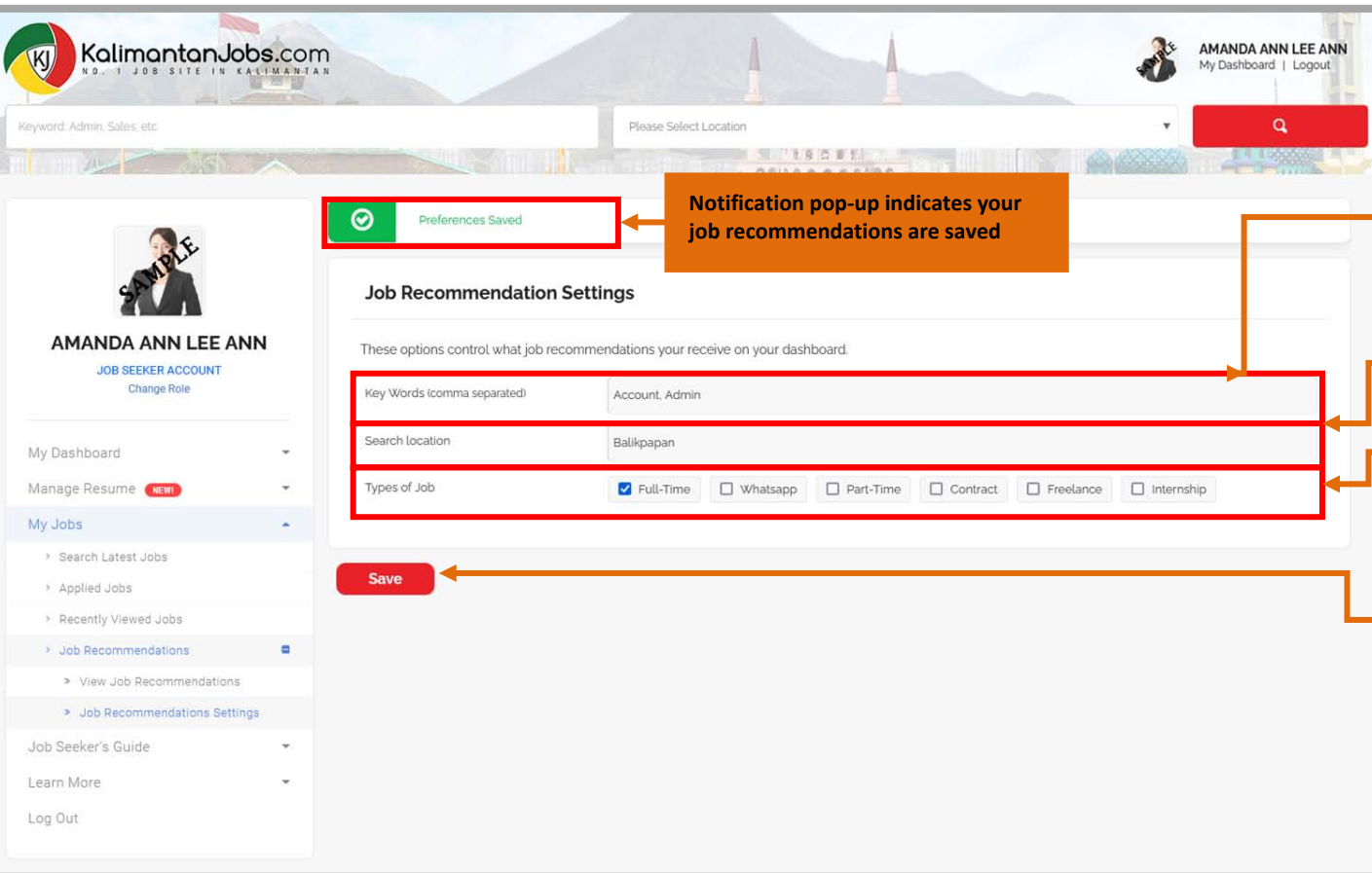
Resume Name	Date Created	Last Modified	Views	Actions
Amanda Ann	23 Sep 2021	23 Sep 2021	-	Edit Delete

Job Recommendations

- View Job Recommendations
- Job Recommendations Settings

| MY JOBS: *Job Recommendations Settings*

Update your **Job Recommendations** settings (**Job Category, Job Type and Preferred Location**) and you'll get to select the best jobs accordance to your preference



Notification pop-up indicates your job recommendations are saved

Job Recommendation Settings

These options control what job recommendations you receive on your dashboard.

Key Words (comma separated): Account, Admin

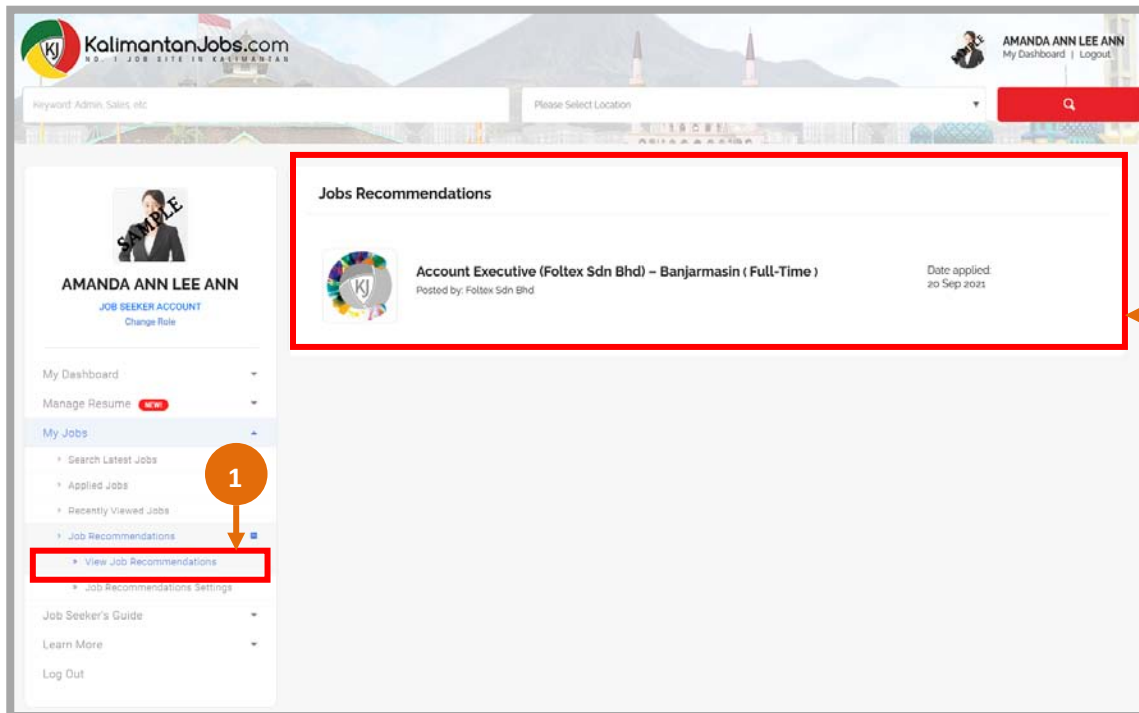
Search location: Balikpapan

Types of Job: ☒ Full-Time ☐ Whatsapp ☐ Part-Time ☐ Contract ☐ Freelance ☐ Internship

Save

- 2 **Key Words** section: Key-in the '**Job Category**' keywords (i.e. Admin, Account, Engineering)
- 3 **Search Location** section: Include your preferred **Location** (i.e. Balikpapan, Palangkaraya, etc)
- 4 **Job Type** section: Select the preferred **Job Type** (i.e. Full Time, Part Time, Contract etc).
- 5 Click **Save** to save your changes

| MY JOBS: *View Job Recommendations*



- 1 On the Side Navigation Bar,
 - Select '**Job Recommendations**'
 - Go to '**View Job Recommendations**' to view all filtered jobs based on your preferences.

Job Recommendations Result displaying jobs under

i.e.

'Account'

'Balikpapan'

'Full Time'

| MY JOBS: *Understanding Job Ad*

When reading a **Job Ad**, ensure to read thoroughly of all the information displayed and understanding of the overall job advertisement. Below are the overview tips on where to pay attention when reading a Job Ad:

Job Title, Company Name, Location, Job Category, Job Type & Date Posted

Job Details section:

Job Requirements, Job Scopes, Benefits & Remunerations

Tips: Read carefully on the job details to fully understand the job vacancy

How to Apply section:

Instruction on how you can apply to the position

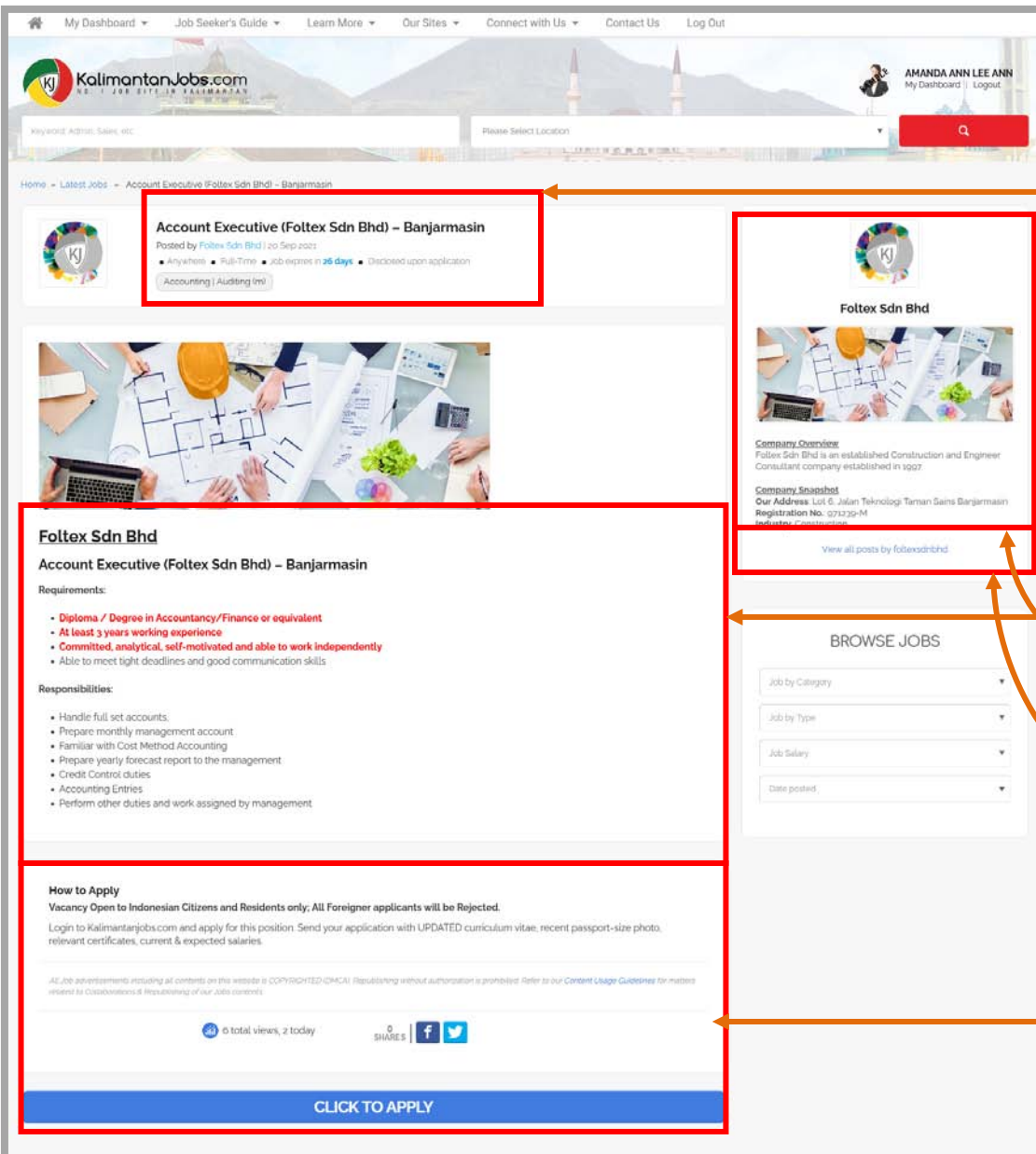
Note: To proceed with you job application, click on the button 'CLICK TO APPLY'. See page 30 to 33 for more information

Company Profile section:

More information about the Company

Tips: click the link 'View all post by _Company Name_' to see other job advertisements under the company

Click to view all jobs posted by the company



Account Executive (Foltex Sdn Bhd) - Banjarmasin
Posted by Foltex Sdn Bhd | 20 Sep 2021
Anytime | Full-Time | Job expires in 26 days | Disclosed upon application
Accounting | Auditing (ml)

Foltex Sdn Bhd
Foltex Sdn Bhd is an established Construction and Engineer Consultant company established in 1997.
Our Address: Lot 6, Jalan Teknologi Taman Sains Banjarmasin
Registration No.: 071329-M
Industries: Construction

Requirements:

- Diploma / Degree in Accountancy/Finance or equivalent
- At least 3 years working experience
- Committed, analytical, self-motivated and able to work independently
- Able to meet tight deadlines and good communication skills

Responsibilities:

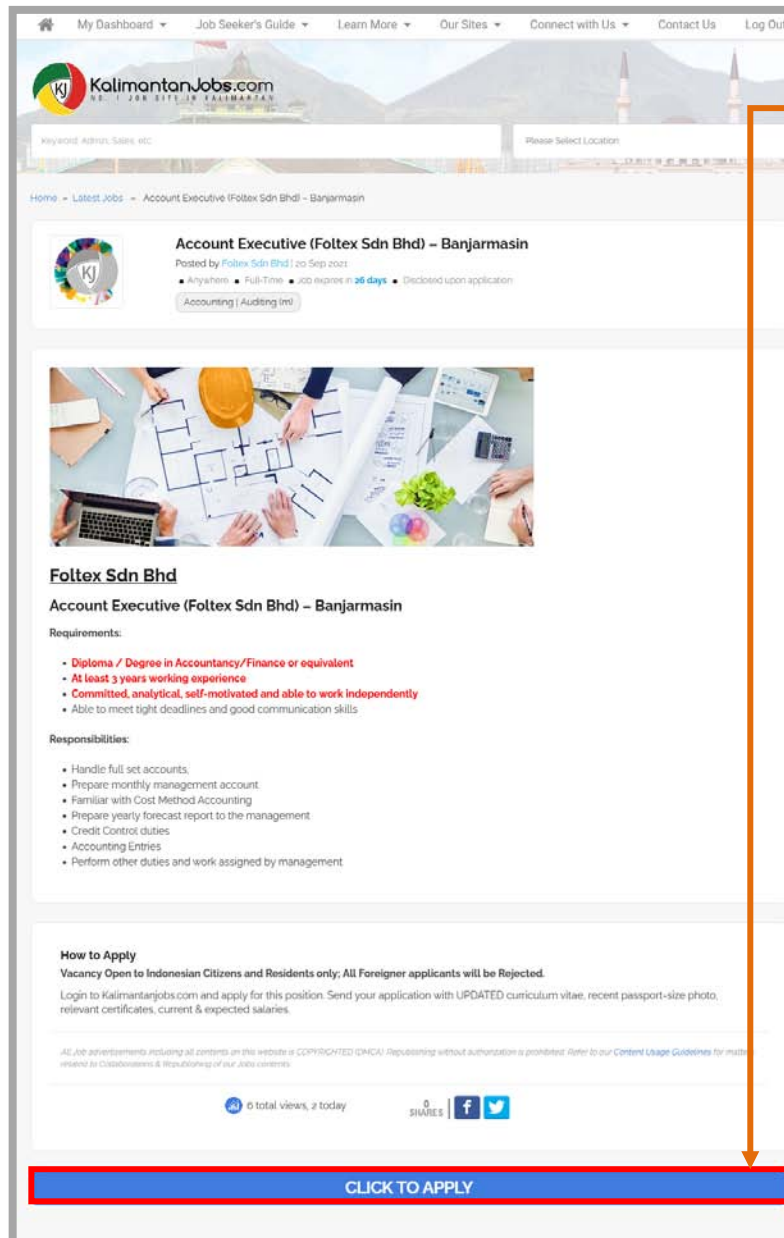
- Handle full set accounts.
- Prepare monthly management account.
- Familiar with Cost Method Accounting
- Prepare yearly forecast report to the management.
- Credit Control duties
- Accounting Entries
- Perform other duties and work assigned by management.

How to Apply
Vacancy Open to Indonesian Citizens and Residents only; All Foreigner applicants will be Rejected.
Login to KalimantanJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

0 total views, 2 today | 0 SHARES | f t

CLICK TO APPLY

| MY JOBS: *How to Apply for Jobs?*



1

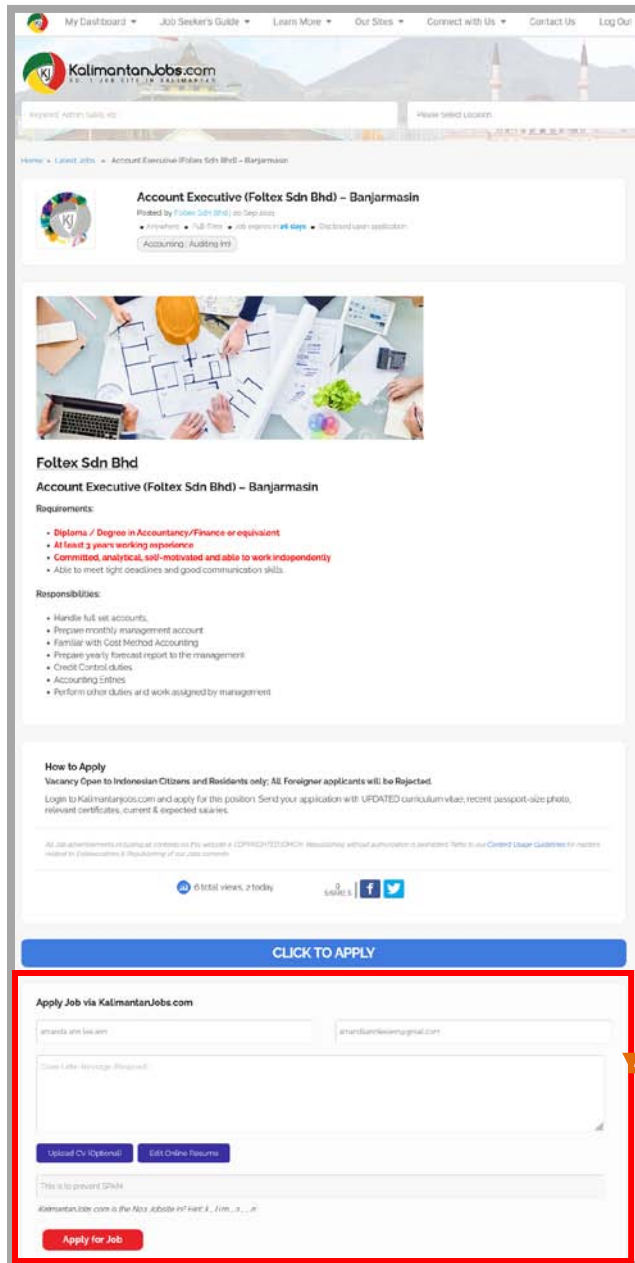
Click on the Job Ad that you wished to apply.
On the Job Ad, click on the **'CLICK TO APPLY'** button

2

'Apply Job via KalimantanJobs.com' section will appear and Fill in the information required

- Key-in your Full Name & Valid Email Address
- Include your Introduction / Cover letter message
- You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on 'Upload CV'
- You can also 'Edit Online Resume' submitted
- Key-in 'sarawak' on the security message
- Click 'Apply for Job' to submit your job application

| MY JOBS: *How to Apply for Jobs?*



1

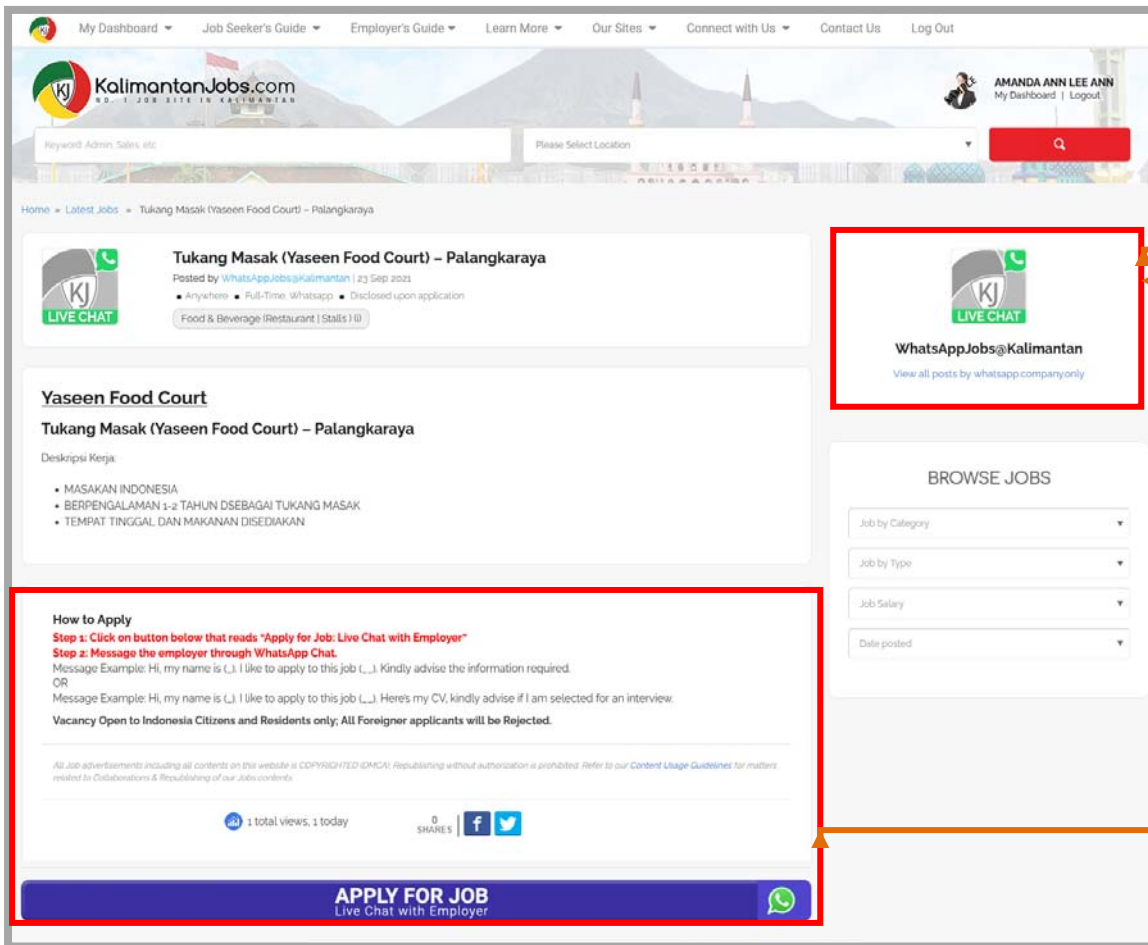
Click on the Job Ad that you wished to apply. On the Job Ad, click on the 'CLICK TO APPLY' button

2

'Apply Job via KalimantanJobs.com' section will appear and Fill in the information required

- Key-in your **Full Name & Valid Email Address**
- Include your **Introduction / Cover letter message**
- You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on '**Upload CV**'
- You can also '**Edit Online Resume**' submitted
- Key-in '**Kalimantan**' on the security message
- Click '**Apply for Job**' to submit your job application

| MY JOBS: How to Apply for WhatsApp Jobs?



The screenshot shows the website interface with a job listing for 'Tukang Masak (Yaseen Food Court) - Palangkaraya'. A red box highlights the 'How to Apply' section, which contains the following text:

How to Apply
Step 1: Click on button below that reads "Apply for Job: Live Chat with Employer"
Step 2: Message the employer through WhatsApp Chat.
 Message Example: Hi, my name is (), I like to apply to this job (). Kindly advise the information required.
 OR
 Message Example: Hi, my name is (), I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview.
 Vacancy Open to Indonesia Citizens and Residents only; All Foreigner applicants will be Rejected.

Below the 'How to Apply' section, there is a blue button that says 'APPLY FOR JOB' with 'Live Chat with Employer' and a WhatsApp icon.

1

Tips: Refer to the Company Profile section, the 'Live Chat' logo and 'Whatsapp Jobs' sentence indicate that the job is listed under Whatsapp Job

This logo and the sentence 'Whatsapp Jobs' indicates that this is a Whatsapp Job

2

Some Jobs require you to contact the employer directly **via WhatsApp**.

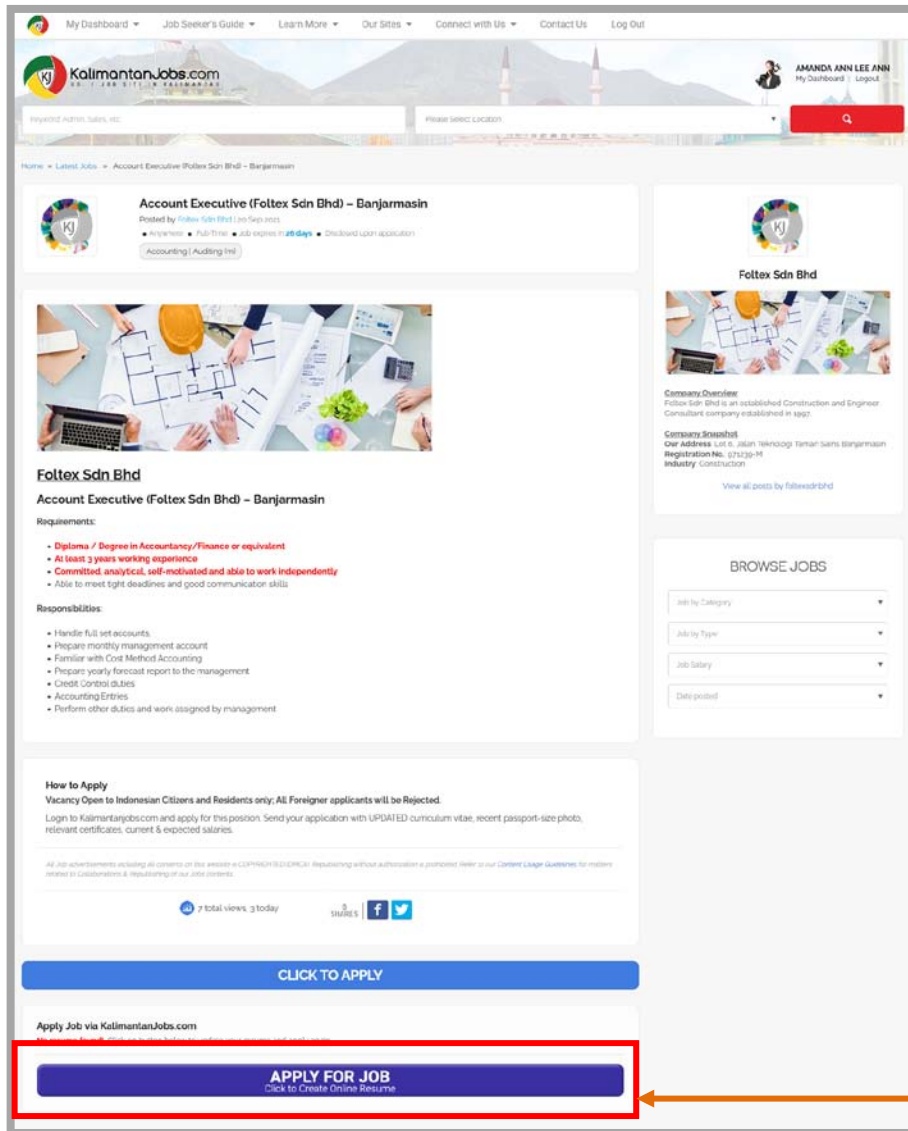
- Read the information under the 'How to Apply' section
- Click on button below that reads "**APPLY FOR JOB: Live Chat with Employer**"
- Message the employer through WhatsApp Chat

Message Example:

- Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview. *OR;*

- Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview.

| MY JOBS: *Why I Can't Apply to a Job?*



My Dashboard | Job Seeker's Guide | Learn More | Our Sites | Connect with Us | Contact Us | Log Out

KalimantanJobs.com

AMANDA ANN LEE ANN
My Dashboard | Logout

Home | Latest Jobs | Account Executive (Foltex Sdn Bhd) - Banjarmasin

Account Executive (Foltex Sdn Bhd) - Banjarmasin

Posted by Foltex Sdn Bhd | 1 day ago

Accounting | Auditing | Finance

Foltex Sdn Bhd

Company Overview:
Foltex Sdn Bhd is an established Construction and Engineer Consultant company established in 1999.

Company Snapshot:
Our Address: Lot 6, Jalan Teknologi, Taman Sains Banjarmasin
Registration No. 074239-M
Industry: Construction

Requirements:

- Diploma / Degree in Accountancy/Finance or equivalent
- At least 3 years working experience
- Committed, analytical, self-motivated and able to work independently
- Able to meet tight deadlines and good communication skills

Responsibilities:

- Handle full set accounts
- Prepare monthly management account
- Familiar with Cost Method Accounting
- Prepare yearly forecast report to the management
- Credit Control duties
- Accounting Entries
- Perform other duties and work assigned by management

How to Apply
Vacancy Open to Indonesian Citizens and Residents only; All Foreigner applicants will be Rejected.
Login to KalimantanJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

7 total views | 3 today

CLICK TO APPLY

Apply Job via KalimantanJobs.com

APPLY FOR JOB
Click to Create Online Resume

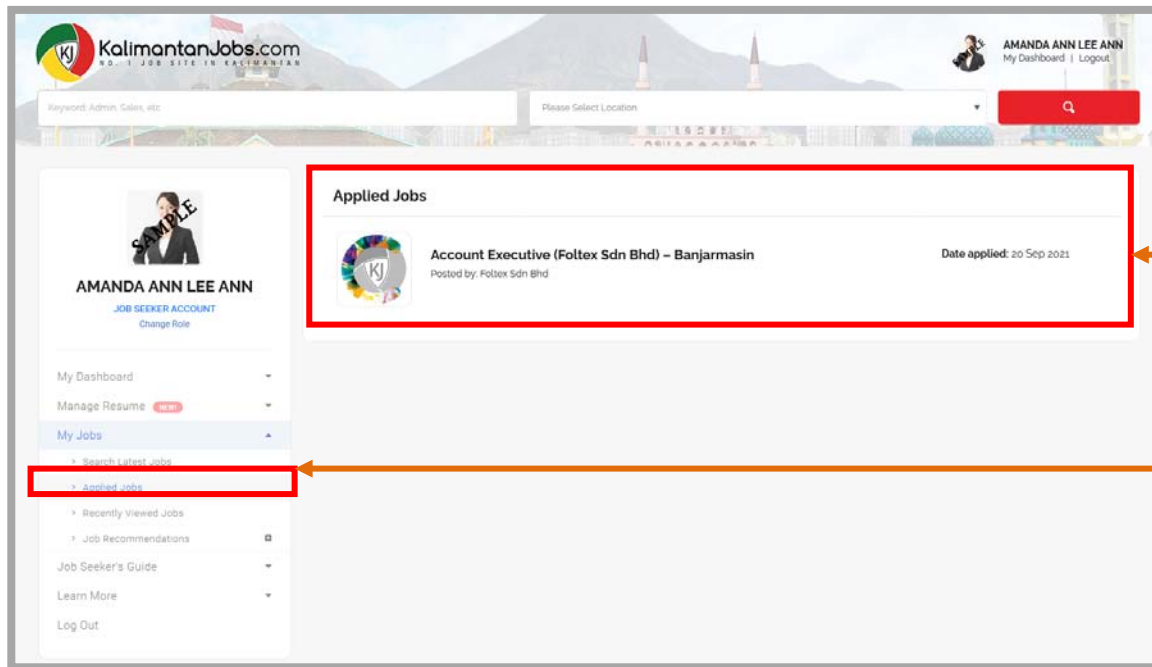
NO RESUME FOUND!

What does this mean?

- It means that you currently do not have an online resume.
- To apply to a job, you are required to create an online resume first.
- Click on **'APPLY FOR JOB Click to Create Online Resume'**.
- Follow through to Add Resume. This entire process can also be found on page 10 to page 18

Click to proceed to Create your Resume and apply for the job

| MY JOBS: How can I know that I have successfully applied to the job?



1 On your Dashboard, click '**My Jobs**' and go to '**Applied Jobs**'

All the job ads that you already applied to will be displayed on this section

2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@KalimantanJobs.com to your registered email (i.e. Gmail, Yahoo, Hotmail, Outlook, etc).

A **Email Subject** indicates the exact Job/Position that you have applied to.

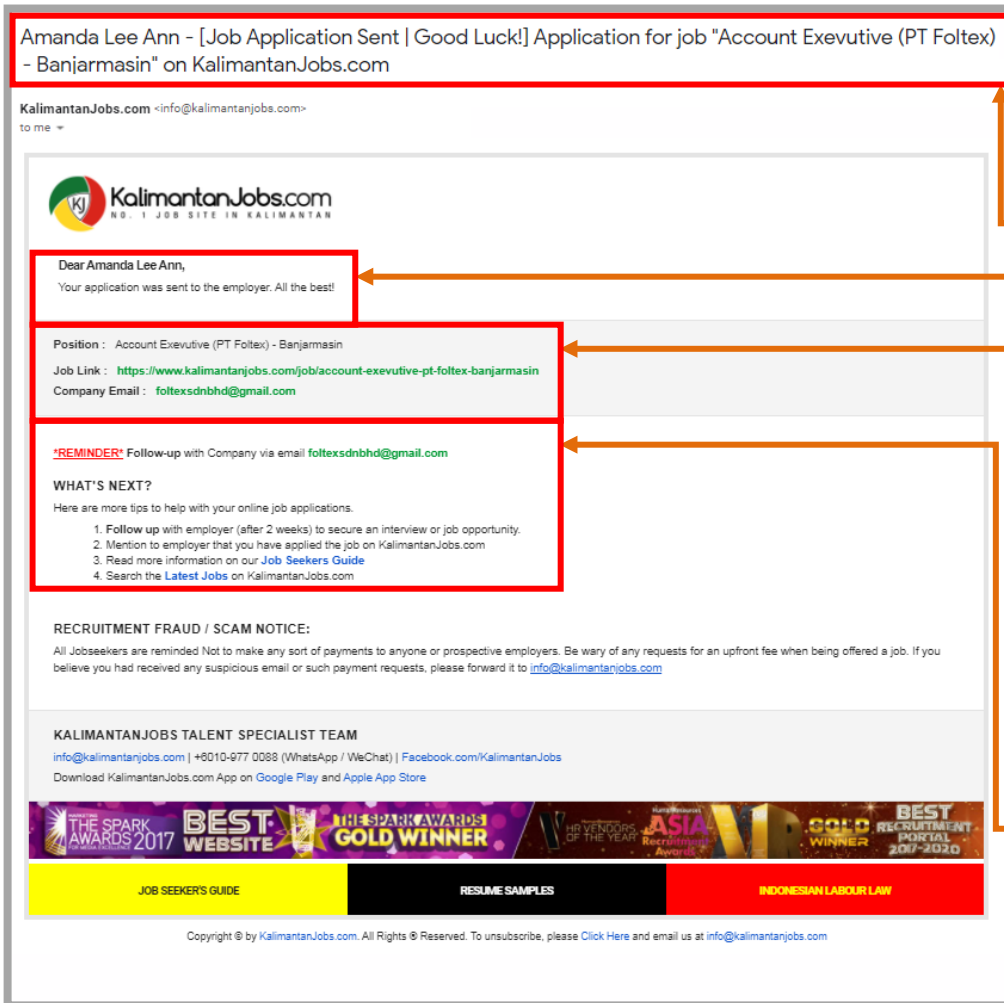
B **Personalised Greeting mentioning your username** indicates that your job application is successfully sent to the Company

C **Position, Job Link & Company Email** indicates about the job that you have applied to and you can follow up further with the company

D **Tips** on how to follow up and improve your applications

| MY JOBS: How can I know that I have successfully applied to the job?

EXAMPLE OF EMAIL NOTIFICATION RECEIVED (i.e. GMAIL)



- 1 On your Dashboard, click 'My Jobs' and go to 'Applied Jobs'
- All the job ads that you already applied to will be displayed on this section
- 2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@KalimantanJobs.com to your registered email (i.e. Gmail, Yahoo, Hotmail, Outlook, etc), which contains:
 - A **Email Subject** indicates the exact Job/Position that you have applied to.
 - B **Personalised Greeting mentioning your username** indicates that your job application is successfully sent to the Company
 - C **Position, Job Link & Company Email** indicates about the job that you have applied to and you can follow up further with the company
 - D **Tips** on how to follow up and improve your applications