



Live more,
Bank less

What is a suitable job for me & How do I write a resume

**Specially for Filos Mothers Group
28 September 2020**



What we are doing today

1. Introduction – who we are & getting to know you
2. What is a suitable job for me
3. How do I write a resume
4. Q&A
5. All the best!

**LET'S
HAVE
SOME
FUN**

Introduction - who we are



Jocelyn

- Executive Secretary in the Treasury & Markets Department
- Married with 2 sons;
 - photo is eldest who is 21 years-old and currently doing his NS
 - youngest is 16 years-old and currently sitting for 'N' levels
- Like to travel, shop and eat!
- Work in the Bank for 20 years - *I enjoy doing my work everyday because I find it very challenging & I have lots of fun with my colleagues!*
- Handle travel arrangements, schedule meetings, order stationeries & corporate gifts, and, handle all other admin matters in the department
- Previous role was Secretary cum Recruitment Analyst in the Human Resource Department for 7.5 years! Hence I have some knowledge in the job applications process & selection procedure

Introduction – who we are



Iona

- Corporate Social Responsibility specialist in Group Strategic & Marketing Communications department
- Youngest of 3 children – *manja but not spoilt*
- My mother was the main breadwinner/caregiver for all of us – *she's my biggest inspiration!*
- Worked in various part-time jobs since I was 12 till I graduated from university and then worked full-time jobs from 21 years old
- Just got married during Covid-19 (!)
- Love cats, cooking and baking – *can anyone share with me a good sambal recipe please?*

Getting to know you

Hello!

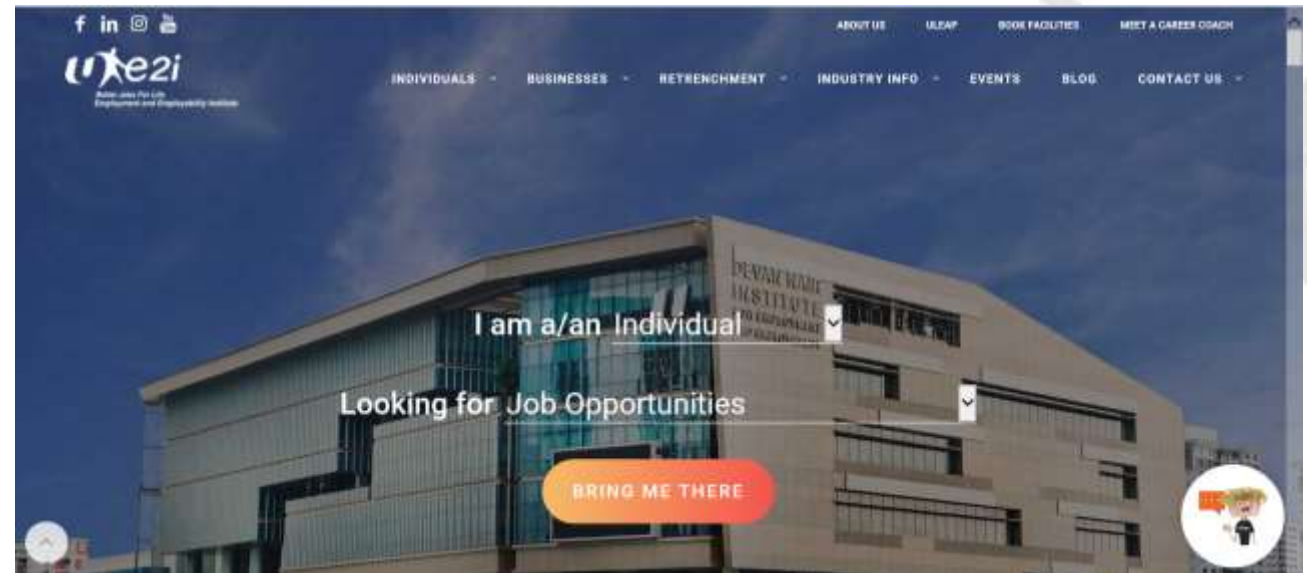
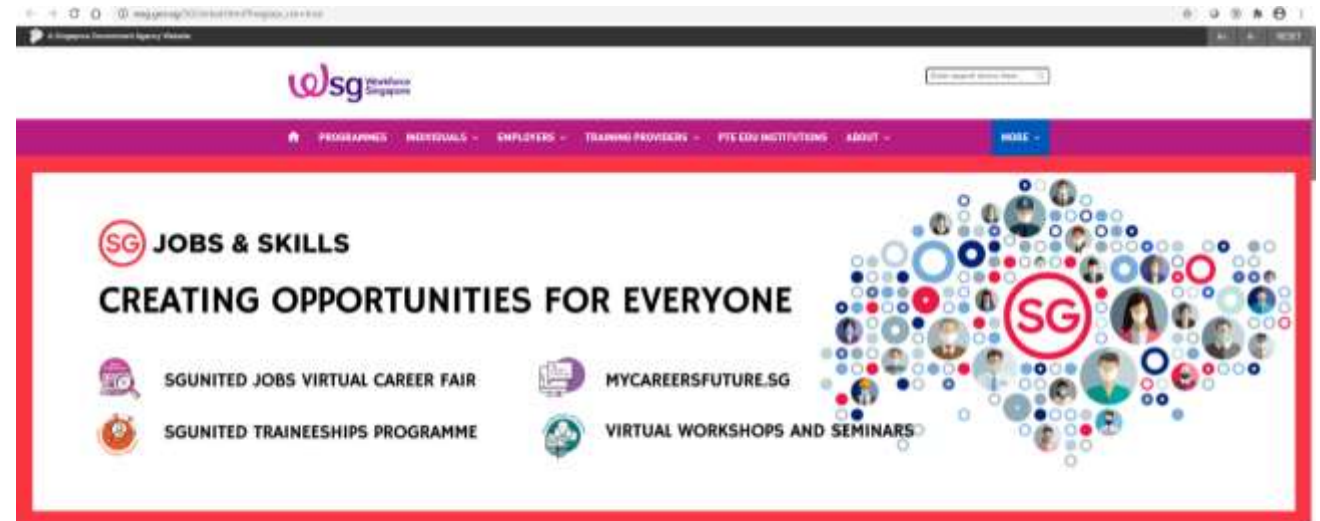
- Name
 - One hobby or interest or something that makes you happy
- One question you have about finding suitable jobs and writing a resume

What is a suitable job for me?

What is a suitable job for me?

Where do I look for jobs?

- wsg.gov.sg / mycareersfuture.sg
- e2i.com.sg
- jobstreet.com.sg
- jobsdb.com.sg
- websites of companies





Job Security Council Jobs Alert

To keep you updated on the latest jobs, JSC has two Telegram channels to alert job seekers on the latest job vacancies.

Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at

<https://telegram.org/>

Jobs Alert for PMET

e.g. Engineers, Managers,
Executives, Technicians



Join Our Telegram

<https://bit.ly/jsc-ja-pmet>

Jobs Alert for non-PMET

e.g. Temp jobs, operators,
packers, etc



Join Our Telegram [https://bit.ly/jsc-ja-](https://bit.ly/jsc-ja-nonpmet)

[nonpmet](https://bit.ly/jsc-ja-nonpmet)



What is a suitable job for me?

Jobs that offer flexibility...

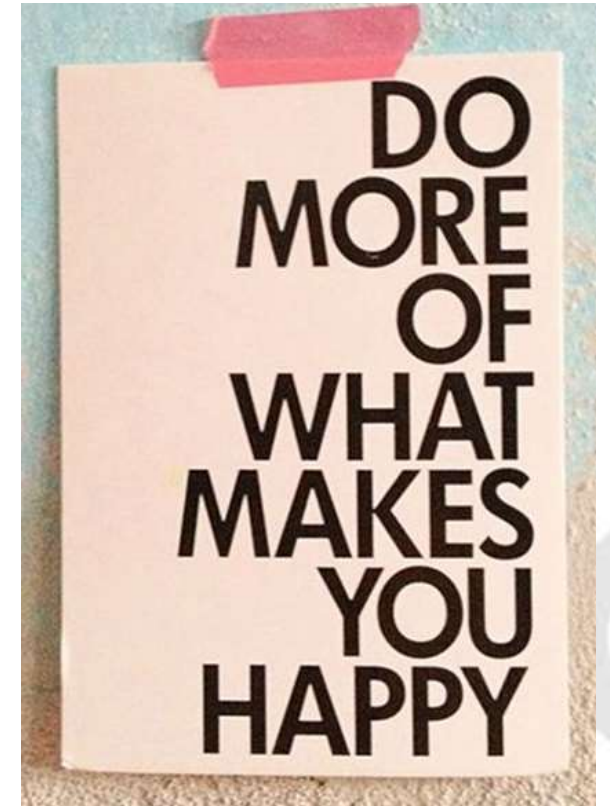
- Customer service
- Administration
- Data entry
- Deliveries
- Babysitting
- Home-based businesses

... The possibilities are endless!



What is a suitable job for me?

1. Gauge your interest - *Will I enjoy this job?*
2. Consider job requirements – *Do I have the necessary skills for this job?*
3. Assess job commitment – *Am I able to commit to requirements e.g. timings of this job?*



EASE ENGINEERING CONSULTANCY PTE. LTD.

Part Time Admin Officer

MCF-2020-0179930

📍 ALJUNIED INDUSTRIAL COMPLEX, 625 ALJUNIED ROAD 389836 🕒 Part Time 🧑 Fresh/entry level

★ 2 years exp 🏷️ Admin / Secretarial

\$600 to \$1,000 *Monthly*

61 applications Posted 26 Aug 2020 Closing on 25 Sep 2020

Roles & Responsibilities

Job Description

Job Duties:

- Prepare invoices and perform data entries in MYOB
- Answering of phone calls
- Provide general office admin support
- Undertake ad-hoc function and related duties when required

Requirements:

- Only Singaporeans & PR need apply
- 2 to 3 days per week
- Working hours: 9am to 6pm
- Knowledge of MYOB preferred

FRED RECRUITMENT PTE. LTD.

Customer Service Officer (Part-time)

MCF-2020-0181208

📍 ONE FULLERTON, 1 FULLERTON ROAD 049213 🕒 Temporary, Contract, Part Time, Full Time

🧑 Non-executive

🏷️ Admin / Secretarial, Customer Service, Marketing / Public Relations, Social Services, Telecommunications

\$800 to \$1,200 *Monthly*

24 applications Posted 27 Aug 2020 Closing on 26 Sep 2020

Roles & Responsibilities

Responsibilities:

- Conduct outbound phone calls to customers
- Keying customers' responses into the system
- Handle any inquiries from customers

Requirements:

- No work experience required as training will be provided
- Must be bilingual in English and other second Mother tongue language
- Able to commence work immediately

Interested applicants please share your resume with Jas at jas.chua@fredrecruitment.com, or contact her at **+65 6631 8560** for other enquires.



ML CONSULTING PTE LTD

Library Shelving Attendant (Part Time)

MCF-2020-0236303

📍 INTERNATIONAL PLAZA, 10 ANSON ROAD 079903 🕒 Part Time, Flexi-work 👤 Non-executive ⭐ 1 year exp

🔗 Customer Service, Others

\$500 to \$1,000 Monthly

29 applications Posted 14 Sep 2020 Closing on 28 Sep 2020

Roles & Responsibilities

Job Scope:

- To collect library materials from book-drop
- Tidy and shelf library materials on the shelves
- Perform shelf-reading
- Provide directions to library users
- Ensure library users comply with safe distancing measures
- Assist Library Officers with other related duties

Requirements:

- PSLE qualification or its equivalent
- Able to commit to 2 - 3 shifts per week (roster will be provided)
- Prior experience in library environment would be advantageous but not mandatory
- Training will be provided

Location and Operating Hours:

- Pioneer / Boon Lay area
- Monday to Friday: 8:30am to 7:30pm, Saturday: 8:30am to 4:30pm

M K DENTAL SURGERY **RECRUITER**

for M K DENTAL SURGERY

Part-time Dental Assistant

MCF-2020-0220981

📍 305 UBI AVE 1 400305 🕒 Part Time 👤 Fresh/entry level 🔗 Healthcare / Pharmaceutical

\$360 to \$700 Monthly

0 application Posted 02 Sep 2020 Closing on 02 Oct 2020

Roles & Responsibilities

Part-time Dental Assistant needed to work on Monday, Thursday and Friday evenings, 6.30pm to 9.30pm. No experience needed.

Job details: Registration of patients, answer calls, schedule patients, basic computer skills needed.

Assist the dentist in dental procedures.

Wash, disinfect and sterilisation of dental equipments.

General housekeeping and cleaning.

Training will be provided. Must be willing to learn new skills and have good communication skills.

Hourly rate of \$8-\$12



How do I write a resume?

How do I write a resume?

Sample Resume



Tip – keep your resume short & sweet!

YOUR NAME
Home Address
Nationality (Optional)
Email address
Mobile Tel

Work Experience

Date / Year Company Name

Position Title
List Job duties
List Skills gained at job

Date / Year Company Name

Position Title
List Job duties
List Skills gained at job

Education

Year School Name

Diploma / O Level

Interests

List interests – cooking, baking, sewing & gardening etc

Skills

Languages spoken & ability – Read & write (fluency)
Computer skills – Microsoft Word, Excel, Powerpoint & other IT knowledge (eg Java)

References

Reason:
The HR staff has to go through many (>100+) resumes. Long “story” will put them to ZZZ !

ASK ME

anything

Any questions?

Questions & Answers

1. What is a reasonable pay to ask for?
2. Where else can I find jobs?
3. How do I get myself upgraded?
4. Where & how do I apply for training subsidies?

[External] RECHARGE ✂ with more savings and career opportunities!



NTUC Membership <newsletter@justu.ntuc.org.sg>
To: Jocelyn Lee Keow LIM

Follow up. Start by Thursday, 10 September 2020. Due by Thursday, 10 September 2020.
If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward ...

Tue 5:04 PM



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#everyworkermatters



Career Advisory

Skills Upgrading

Job Opportunities

Privileges

Take 5
You deserve it!





Thank you for listening! All the best to you!