

Reference Check On -: Ng Swee Huang Angeline
Position (Applied For) -: Accounts Executive
Referee -: Chen Ai Vern
Title & Company -: Group Finance Manager Cathay Cineplexes Pte Ltd.
Date & Time -: 6th Dec' 2021 at around 0930 Hrs (MYT)

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1. What is/was Angeline' role at your company?

Assistant finance manager

2. How long have you known Angeline? Did she report into you directly?

More than 3 years.

Yes, she reports directly to me.

3. How Effective she is/was in the assigned role?

She is able to meet the timelines as assigned, performance in current role is above expectations and always stays positive to complete her tasks.

4. What are her Strengths, in your opinion?

She is hardworking and committed.

5. How does she cope/deal with the pressure?

She sets priority to each assigned task and thus manages it well.

6. What do you have to say about her skills and working style?

No issues in completing routine tasks within her job scope. She is also willing to take up additional tasks beyond her scope such as tax and reporting to gain more knowledge.

7. How well does she interact with all levels of management and staff?

In her current role in Cathay, she needs to interact with all levels of management such as head of department ("HOD") and general manager to resolve different department issue. She also can communicate effectively with external stakeholders such as suppliers.

8. How do you rate her Honesty and Integrity, any specific incidents to highlight your opinion? How does she take compliance/policy issues?

She is honest and there has been no integrity issue so far.

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9. What do you have to say about her ability to make Difficult / Unpopular Decisions? Any specific examples you would like to highlight?

She will always think and consider possible outcomes before making difficult decision.

10. What are the Areas of improvement, further development for Her?

Area of further development would be, her management skills and technical knowledge such as accounting standard and tax.

11. What do you think, should her manager be aware of and support her in, when managing him as an employee? What management style would best suit to manage him?

Flexible working environment (means empower) and let her prioritise and complete tasks, micro-management should be avoided.

12. Would you rehire, her, if given an opportunity?

Yes.

13. Any other comments to share or add before we close the reference check?

She is good and responsible employee, Wish her luck.