

Reference Check On -: Ng Swee Huang Angeline
Position (Applied For) -: Accounts Executive
Referee -: Wee Hui Peng
Title & Company -: Finance Manager Neo Garden Catering Pte. Ltd.
Date & Time -: 3rd Dec' 2021 at around 1430 Hrs (MYT)

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

Finance Executive handling full sets of accounts.

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

7 years , Yes.

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

She was always able to meet the reporting timeline and her quality of work and attitude towards assigned role was above my expectation.

4. What are her Strengths, in your opinion?

She is reliable and highly dependable in any tasks assigned. She is always committed to meeting reporting timeline. She is also very positive and full of energy.

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

She will plan and set priority for each task. With this, she can balance quite well in managing time sensitive complicated tasks with multiple timelines.

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

She has no issue on completing those routine tasks within her scopes. For those ad-hoc or new tasks, she is never afraid to ask questions, to gain better understanding of the tasks. Her problem-solving skill is also good.

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

She can communicate effectively with her management and her colleagues across different departments as well as external stakeholders such as suppliers and customers.

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 exhibits high standards of integrity. There is no integrity issue noticed so far. She also ensures her tasks are performed according to the company policy and standard operating procedures.

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 think through and consider the pros and cons before making a difficult decision.

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

She can further improve on her leadership skills and some technical knowledge on tax and IFRS.

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

Manager must know that she is a responsible and hardworking person as such perhaps flexible and empowerment kind of environment would best suit her.

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

Definitely.

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

She is a good employee that the employer should not miss.