



PERSONAL INFO

NAME	Regina Simon
AGE	26
DATE OF BIRTH	7 September 1997
ADDRESS	5-14-18, Apartment Taman Connaught, Jalan 2/142, Cheras, 56000, Selangor
RACE	Indian
NATIONALITY	Malaysian

CONTACT INFO

MOBILE NO	011 2882 6880
EMAIL	reginasandrasimon77gmail.com

EMERGENCY CONTACT	RELATIONSHIP	CONTACT NO	ADDRESS
Simon Joseph	Father	016 801 8600	No 5, Jalan Tiong 16, Puchong Jaya, 47100, Selangor

EDUCATION BACKGROUND

FIELD OF STUDY	Arts
MAJOR	SPM / GCE O-Level
INSTITUTE NAME	S.M.K Bandar Puchong Jaya (A)
GRADUATION DATE	2014

EMPLOYMENT HISTORY

Galaxy Pacific Money Changer

POSITION TITLE	Admin
DURATION	4 Months (Dec 2014 - Mar 2015)
SALARY	RM 1200

Kyochon 1991 SDN BHD

POSITION TITLE	Waitress, Supervisor & Asst Manager
DURATION	2 Years (Apr 2015 - Dec 2017)
SALARY	RM 2800

Maha Hotel

POSITION TITLE	Receptionist
DURATION	1 Year 7 Months (Feb 2018 - Sept 2019)
SALARY	RM 2500

SPiNEWORKS Chiropractic and Posture Studio

POSITION TITLE	Chiro Assistant cum Front Desk Exec
DURATION	1 Year (Sept 2019 - Sept 2020)
SALARY	RM 2200

MyBump Media

POSITION TITLE	Marketing and Community Manager
DURATION	6 Months (Oct 2020 - Mar 2021)
SALARY	RM 2400

Kim's Chiropractic

POSITION TITLE	Chiropractic Assistant
DURATION	2 months (Apr 2021 - June 2021)
SALARY	RM2400

ChiroCare

POSITION TITLE	Chiropractic Assistant (Freelance/Part Time)
DURATION	4 months (Sept 2021 - December 2021)
SALARY	RM9 per hour

P&A Smart Solution

POSITION TITLE	Senior Admin Executive
DURATION	February 2022 - currently
SALARY	RM2500

SKILLS

Language	Spoken	Written
Bahasa Malaysia	10	10
English	10	10

Microsoft Excel	8/10
Microsoft Word	8/10
Microsoft Point	8/10

Leadership Skills	<ul style="list-style-type: none"> ● Possess the ability to effectively communicate with others ● Possess the ability to negotiate and compromise to get the best outcome ● Possess the ability to resolve conflict in a way that is fair and agreeable to all (or most). ● Possess the ability to work with others, particularly those who are different from me. ● Possess the ability to make difficult decisions; even when faced with fear, stress, and uncertainty.
Organizational Skills	<ul style="list-style-type: none"> ● Result oriented ● Customer focused ● Vision ● Strategically focused ● Delegating ● Efficient ● Detail oriented ● Particularly precise
Excellent Written and Verbal Communication	<ul style="list-style-type: none"> ● Possess ability or tendency to ask effective questions
Intelligence	<ul style="list-style-type: none"> ● Self-awareness; the ability to recognise and understand my moods and emotions, and how they affect others ● Self-regulation; the ability to control impulses and moods, and to think before acting ● Internal (or intrinsic) motivation; being driven to pursue goals for personal reasons, rather than for some kind of reward

Active Listening Skills	<ul style="list-style-type: none">● Open to new sets of skills● Looking to expand knowledge● Personal growth consistently aligned with company goals● Empathic to teammates and customers
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