



Honeysha Mosses
Bachelor’s Degree, Biomedical Science
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Work Experience

Jan 2024 – Present	AIA Elite Life & Wealth Planner
Industry	Health & Wealth
Specialization	Life & Wealth Planner
Duties and Responsibilities	<ul style="list-style-type: none">• Understand and review clients’ needs in terms of medical, savings, investment or retirement plans.• Plan and provide sound advice and recommendations to clients in resolving and preventing financial burden.• Address any issues or concerns from clients and effectively provide solutions to resolve any challenges encountered.• Support and process clients’ financial claims relating to their medical and policy benefits.
Aug 2022 – Dec 2023	ICT (EMR) COORDINATOR
	Sunway Medical Centre, Subang Jaya
Industry	Healthcare/Medical
Specialization	EMR Trainer/Team Leader
Duties and Responsibilities	<ul style="list-style-type: none">• Conducted training for new recruits and supervise training session conducted to consultants. Assisted in resolving any issues or challenges encountered by the new joiners.• Conducted training for consultants and other end users.• Communicate and understand the user needs. Compiling and track any issues encountered and troubleshoot or escalate it efficiently to ensure trainings for users’ runs smoothly.• Lead and trained a team to intergrade the new HIS system with the zebra printers of the entire laboratory of the hospital to ensure that sample/identification barcodes are printed effectively and are able to be read by the instruments.• Worked closely and trained the IT department to troubleshoot any issue in regards to the HIS system with the zebra printer to ensure that the barcodes are not only printed but also printed in the correct and updated format.• Worked alongside various champion users and Application Specialist of EMR from different departments to outline the user guide and run various test scripts scenario in the Operation Readiness Test (ORT).• To ensure that information of each laboratory tests done in the Hospital are able to flow from the new EMR system into the current Laboratory Information System.• Worked closely with the Senior Manager of Special Hematology lab to develop the user/training guide of the Stem Cell workflow

in the new EMR system.

- Worked closely with the Head of Dialysis Nurse to ensure that workflow for the dialysis module is able to run smoothly in the new EMR system and to construct the user guide for training purposes for consultants, EMR trainers and other end users.

Feb 2022 – June 2022	Internship (Research)	
	Sunway Medical Centre's Clinical Research Centre	
	Industry	Clinical research
	Specialization	Clerical and Administrative
2019 - 2020	Duties and Responsibilities	<ul style="list-style-type: none">• Analyzing and transfer patient's information into Microsoft Office to deliver a consolidated database.• Support on administrative tasks, drafting emails, approval letters and content for the official website of CRC, organizing reports, tasks related to quality assurance etc.• Exposure to systems such as ARCUS, PACS (Picture Archiving and Communication System), and LIS (Laboratory Information System).
	Receptionist	
	Manpower Solutions	
	Industry	Human Resources Management
2017	Specialization	Public Relations/Communications
	Duties and Responsibilities	<ul style="list-style-type: none">• Receptionist, filing, documentation, coordinator
	Call Center Customer Service	
	Hong Leong Bank Berhad	
	Industry	Banking / Financial Services
	Specialization	Loan/Mortgage
	Duties and Responsibilities	<ul style="list-style-type: none">• Customer support service, hire purchase

Education

2018-2022	SEGi University	
	Bachelor's Degree in Medical Science Malaysia	
	Major	Biomedical Science
	Grade (CGPA)	3.60 / 4.0
2018	Tunku Abdul Rahman College (TARC)	
	Pre-University in Sciences Malaysia	
	Grade (CGPA)	3.5 / 4.0

Skill

Microsoft Office, Data Analysis, Secretarial Work, Leadership, Treasury, Computer aided design, Problem Solving, Active Listening, Communication Skills, Project Management, Research and Analysis, Research Writing, Research Skills, Laboratory Works

Languages

Proficiency level: 0 - Poor, 10 – Excellent

Language	Spoken	Written
English (Primary)	9	9
Bahasa Malaysia	8	7
Tamil	5	0

Additional Information

1. Awards & Achievements:

- High Achievers of Academic Performance in the Dean's List (December 2019)
- High Achievers of Academic Performance in the Dean's List (August 2019)
- High Achievers of Academic Performance in the Dean's List (February 2019)
- Commended level in the National Postal Bible Knowledge Quiz (2010, 2012, 2014)
- Championship in Choral Speaking District Level (2013)
- First runner-Up School Choir in Federal-Provincial level (2011)
- Perfect Attendance Award (2010)

2. Certifications of Completion (e-Learning module):

- ICH Good Clinical Practice E6 (R2)
- Introduction to Clinical Research
- Introduction to Informed Consent
- Introduction to Collecting and Reporting Adverse Events in Clinical Research
- Introduction to Data Management for Clinical Research Studies
- Data Safety and Monitoring Boards for Clinical Trials
- The Research Question
- Introduction to Good Clinical Laboratory Practice

3. Activities and Societies Involvement:

- Treasurer of Christian Fellowship Club
- Team Leader/Board Member of Girl's Brigade Society
- Music Coordinator of Christian Fellowship Club
- Team Leader of Ago Camp
- Co-coordinator of School Leavers Event
- Participator in SEGi University Discovery Day (2018)
- Co-coordinator of Biomedical Science Colloquium Event (2018)
- Participator in the development of a prototype model in creative innovation (2018)

Professional References

1) GRACE SAPPHIRRA

Elite Life Planner

AIA

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Mentor

2) DALILI HEZREEN

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EMR Coordinator - Team Member

3) NAILI ATHIRAH

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EMR Coordinator - Team Member

About Me

Gender	Female
Age	27 years
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Nationality	Malaysian
Expected Salary	MYR 5,000