

**REGINA NAVAVI**

Bachelor of Social Science with Honour (Industrial Relations)

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PERMANENT ADDRESS

Lot 16, Hse No 32 Lorong 2, Taman Seri Indah,
Jalan Sepanggar, 88450 Kota Kinabalu,
Sabah.

WORKING OBJECTIVE

To gain valuable experience as a employees for further career goal and to grow acquired skills in the field of management.

PART 1: PROFILE BACKGROUND

Name: Regina Navavi

Date of Birth: 13.07.1994

Place of Birth: Border Scout Camp Keningau

Race : Murut

Religion: Christian

Marital Status: Single

Expected Salary : RM 1500++

PART 2: EDUCATIONAL BACKGROUND

NO	UNIVERSITY NAME	PROGRAMME	YEAR OF STUDY	CGPA/RESULT
1	University of Malaysia Sabah	Bachelor of Social Science With (Hons) Industrial Relations	2014-2017	3.22 PNGK
2	STPM	SMK Bandaraya, Kota Kinabalu	2012-2013	2.83 PNGK
3	MUET	SMK Bandaraya, Kota Kinabalu	2012-2013	Band 2
4	SPM	SMK Pekan Telipok, Tuaran.	2006-2011	5A, 1B, 1C, 1 E

PART 3: PARTICIPATION IN ACTIVITY

N O	PROJECT NAME	DATE	ROLES AND RESPONSIBILITIES	LEARNING OUTCOME
1	International Conference on Bajau/ Sama Diaspora & Maritime Southeast Asian Cultures	23 – 26 March 2017	Participant	Gain Knowledge, increasing soft skilled and Public Relation
2	Forum Talk On International Experience	11 November 2016	Team Member	Increasing my Communications in dealing with people.
3	Community Engagement	03 Disember 2016	Volunteer	Increasing my soft skilled in dealing with society.
4	Occupational Safety and Health Expo	2015	Team Member	Building my spirit in team work.

PART 4: TECHNICAL (IT) CAPABILITIES

Software used: Microsoft (Word, Power Point Excel)

NO	SOFTWARE USED	LEVEL
1	Microsoft Office Word 2010	Basic
2	Microsoft Office Power Point	Basic
3	Microsoft Office Excel	Basic
4	SPSS	Basic
5	Human Resources Information Management System	Basic

PART 5: INVOLVEMENT IN EXTRA ACTIVITIES

- 1) Participated in University activities such as Forum, talk and etc.

PART 6: WORKING EXPERIENCE

Assistant kindergarden Teacher at Tadika Saga, Kota kinabalu and General Clerk at TL Team Sdn. Bhd.

PART 7: COMPETENCIES DEVELOPED

My potential contribution to your organization based on competency available:

NO	COMPETENCIES	BEHAVIORAL EVIDENCE
1	Able to demonstrate analytical thinking	Involve in giving critical inputs for design development and activities in university programs.
2	Good in interpersonal skills	Communicate well with all levels of staff, practical application during Programs.
3	Proactive in doing things	Plan for contingency in any initiatives, applied in participated program.

PART 8: SNAPSHOT OF PERSONALITY

Cooperative and prefer to foster strong team attitude and respectful of authority. Can work effectively on a team besides, can be relied upon to value quality result and perform with accuracy and care. Often motivated to balance of expectation for good performance from others while maintaining a cooperative relationship with others. A person capable of balancing personal drive with external second-party limits.

PART 9: OTHERS

I have chosen to apply to your company for working purpose because I am interested in your company. I believe I could gain valuable experiences and information as a employee and it would be great to be a part of the team to archieve the highest motivation for future career.

PART 10: REFERENCES

Mrs. Rozainie Navavi (Sister)

Lot 16, Hse No 32 Lorong 2, Taman Seri Indah,
Jalan Sepanggar, 88450 Kota Kinabalu,
Sabah.

CONTACT NUMBER: 013 8525860

Ms. Lecklyn Jackmino

(Former Teacher at Tadika Saga)

CONTACT NUMBER: 014 6793293