



Regan's Resume

Last Edit : 31 March 2008

Contact Info

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|--------------------|--|
| Full Name | <i>Regan a/l Rajan</i> |
| Address | <i>No 12, Jalan Intan 1/5,, Taman Puchong Intan 1/5, Puchong 47100, Selangor, Malaysia.</i> |
| Contact (mobile) | <i>016 305 3596 (primary: calls & sms) 014 320 8596 (secondary: calls out)</i> |
| Contact (house) | <i>03 8062 2246</i> |
| Contact (fax) | <i>03 8062 2316</i> |
| Email | <u>email@reganrajan.com</u> <u>regan87@hotmail.com</u> <u>reganrajan@gmail.com</u> <u>regan_my@yahoo.com</u> |
| Yahoo!Messenger ID | <i>regan_my</i> |
| MSN Messenger ID | <i>regan87@hotmail.com</i> |
| Google Talk ID | <i>reganrajan@gmail.com / email@reganrajan.com</i> |

Personal Particulars

| | |
|----------------|-----------------------|
| Age | <i>21 years</i> |
| Date of Birth | <i>21 Feb 1987</i> |
| Gender | <i>Male</i> |
| IC No. | <i>870221-14-6417</i> |
| Marital Status | <i>Single</i> |
| Nationality | <i>Malaysia</i> |

Educational Background

CURRENTLY : Completed Diploma in Business Administration – Binary University College (waiting for Diploma)

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|------------------------|--|
| Level | <i>Diploma</i> |
| Field of Study | <i>Business Administration</i> |
| Major | <i>Business Administration specializing in Marketing</i> |
| Institute / University | <i>Binary University College</i> |
| Grade | <i>Result CGPA calculation pending</i> |
| Graduation Date | <i>Unknown</i> |

| | |
|----------------|---------------------------------|
| Level | <i>Secondary School - SPM</i> |
| Field of Study | <i>Science & Technology</i> |
| Major | <i>SPM</i> |

Institute / University **SMK Puchong, Batu 14, Selangor**
 Grade **1-A1, 3-A2, 2-B3, 2-B4, 3-C6 (4A, 4B, 3C)**
 Graduation Date **March 2005**

Certification / Achievement / Award

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|------|--|
| 2001 | Certified in Web Designing, Coral Draw and Lotus SmartSuite |
| 2003 | Won : Daerah Petaling "PowerPoint" Presentation (“Bahan Bantu Mengajar Fizik”) |
| 2003 | Participated in TM-Web Designing (for Merdeka) |
| 2003 | Participated in Daerah IT/Computer Based Quiz |
| 2004 | Participated in SONY SCIENCE EDUCATION AWARD 2004 |
| 2002 | PMR – Penilaian Menengah Rendah (6A & 1B) |
| 2005 | SPM – Sijil Pelajaran Malaysia (1-A1, 3-A2, 2-B3, 2-B4, 3-C6) |
| 2004 | BrainBench.com – Online Approved Certification for MS Access & MS FrontPage (HTML) |

Employment History

Company Name **EP-Net Technology Sdn Bhd**
 Position Title **Web Developer**
 Position Level **Developer**
 Specialization **ASP Programming**
 Industry **Computer Software**
 Monthly Salary **RM 1,800**
 Date Joined **4 March 2008**
 Date Left **14 April 2008**
 Work Description
 - Web developer for their client's major websites; doctorjob.com.my, doctorjob.com.sg, postgradasia.com.
 - Secondary computer technician in-charge of all data server and PC maintenance.

Company Name **GTI Specialist Publishers Sdn Bhd**
 Position Title **Web Developer**
 Position Level **Developer**
 Specialization **ASP Programming**
 Industry **Publication (Educational Magazine)**
 Monthly Salary **RM 2,000 (contract basis - 6 months)**
 Date Joined **13 Aug 2007**
 Date Left **22 February 2008**
 Work Description
 - Web developer for their major websites; doctorjob.com.my, doctorjob.com.sg, postgradasia.com
 - Magazine distribution/circulation database developer (MS Access networked multiple client)
 - Secondary computer technician in-charge of all data server and PC maintenance.
 - Fixing computer problems.
 - Only operating Microsoft OS based PCs

Company Name **GIT Unitech (M) Sdn Bhd**
 Position Title **Junior Computer Technician > promoted > IT Technician & Developer**
 Position Level **Junior Executive**
 Specialization **IT/Computer - Hardware**
 Industry **Computer / Information Technology (Hardware)**
 Monthly Salary **RM 800 > after promoted > RM 1,200**

| | |
|------------------|--|
| Date Joined | <i>Nov 2003</i> |
| Date Left | <i>Oct 2004</i> |
| Work Description | <ul style="list-style-type: none"> - Junior Computer Technician, in charge for Computer repairing. Mainly at Hardware department. - Fixing Computer Problems. - Formatting (Reprogramming) the PC hard disk. - Installing new computer hardware like Hard disk, CD-Rom, floppy drive, modem, sound card, USB port - Upgrading the current hardware - adding more Memory (RAM), changing motherboard, bios chip. - Only operating Microsoft OS based PCs. - After promotion; design, develop and maintain their ASP based website with IIS server. |
| Company Name | <i>Smartnet Coverage Marketing</i> |
| Position Title | <i>Junior Technician</i> |
| Position Level | <i>Junior Executive</i> |
| Specialization | <i>IT/Computer - Software</i> |
| Industry | <i>Insurance</i> |
| Monthly Salary | <i>RM 400</i> |
| Date Joined | <i>Feb 2003</i> |
| Date Left | <i>Oct 2003</i> |
| Work Description | <ul style="list-style-type: none"> - designed and managed the customer information system which contains their insurance clients information. (Including upgrading and redesigning the database to fit their insurance need - Microsoft Access Database 2002-XP) - I worked only part-time and take full responsible over Database management. Work around : 4 Hours (daily including Saturday) |

Top Skills

| | |
|------------------------|------------------------|
| 8 Years : Advanced | MS Word |
| 7 Years : Advanced | FrontPage |
| 7 Years : Advanced | MS Excel |
| 7 Years : Advanced | MS PowerPoint |
| 4 Years : Intermediate | MS Access |
| 4 Years : Intermediate | SMS and MMS management |
| 3 Years : Beginner | WAP |
| 3 Years : Beginner | Macromedia Flash |
| 3 Years : Beginner | Adobe PhotoShop |
| 3 Years : Beginner | Visual Basic |
| 3 Years : Beginner | Coral 9.0 (Designing) |
| 3 Years : Beginner | Lotus SmartSuite |

Languages

| <i>Language</i> | Proficiency (0=Poor - 10=Excellent) | |
|-----------------|-------------------------------------|----------------|
| | <i>Spoken</i> | <i>Written</i> |
| Bahasa Malaysia | 10 | 10 |
| English | 7 | 5 |
| Tamil | 8 | 0 |

Additional Info

My motive of working is to gain experience. Mainly on IT/computer fields

- Good knowledge in Microsoft Access
- Used to all Microsoft Office applications (MS Word, MS Powerpoint, MS Excel, MS Frontpage, MS Publisher)
- Used to SmartOffice applications
- Used to Office Suite applications
- I had designed 9 websites up to date
- I had designed 2 WAP sites up to date (knowledge in WAP designing)
- I had been using Computers for about 8 years (from standard 3)
- I had been surfing internet for about 5 years (from standard 6)
- I had involved in computer repairing from last 5 years (from Form 2)
- I can be used to User-Friendly-Interface software like : Photoshop, Paintshop, PrintShop (Deluxe), Macromedia Flash
- Good knowledge in developing "Robotic engine" based applications : like automated email/sms sending, automated responding system (using Visual Basic – Beginner Knowledge)
- Good knowledge in : SMS and MMS server (standalone servers without Telco's maintenance)
- Good knowledge in Video and Audio encoding and decoding
- Experience in Web/Internet based customer service (replying customer emailing/questions)
- Can type-in more than 20 words per minute
- Can talk English, Malay, and Tamil (friendly or officially)

My disadvantages:

- Lack of Linux and Mac experience
- Not graduated in any IT studies

| | |
|-------------------------|--|
| Willing to Travel | <i>Light (>25%) : Around Klang Valley - Puchong</i> |
| Willing to Relocate | <i>Will Consider</i> |
| Possess Own Transport | <i>Yes (car)</i> |
| Expected Monthly Salary | RM 2500 (Negotiable) |
| Availability | <i>Immediately</i> |

Photo Profile / Dressing Code



Official

While attending important company functions (Outdoor)



Unofficial

While at work as a technician/staff/within office (Indoor)

Reference

| | |
|----------|------------------------------------|
| Name (1) | <i>Miss Ritah</i> |
| Email | <i>ritah@smartnet.it.st</i> |

Position *Senior Admin Staff*
Company *Smartnet Coverage Marketing*
Relationship *ex-work mate*

Name (2) *Miss Renah*
Email *tech@gitunitech.com.my*
Position *IT Director*
Company *GIT Unitech (M) Sdn Bhd*
Relationship *Former Supervisor*

Declaration,

I am currently looking for job either at Technical Department, IT Department or Admin Department. I prefer work around Puchong (or Klang Valley). I will highly appreciate if you could revert back to me. Please feel free to drop me a call for any enquiries.

I work not for money, but to market myself. Currently I had done 12 freelance projects and I want to increase this rate to put myself in a better position in the current employment market.

THANK YOU

Sincerely,



Regan a/l Rajan
870221-14-6417

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