





(HR Supervisor / HR Assistant Manager – Psychology, L&D, Behavioural & Social Analysis Focus)

Name: Simon Yap Kook Foon

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PROFESSIONAL SUMMARY

I was a rough labor, sales person, teacher, engineer, manufacturer, builder, admin, creative designer, counselor, psychotherapist and researcher.

Experienced professional with a degree in Mechanical & Manufacturing Engineering and strong expertise in psychoanalysis, psychotherapy, counseling, learning & development, and sociology.

Building people culture, specialized in behavioral, conceptual, attitudinal, habitual, and faith-based transformation across all stages of employee growth.

Skilled in Western Zodiac Astrology, Chinese Face & Bone Structural Readings, macro-social analysis of human systems, and interfaith comparative analysis between Buddhism, Christianity, and Islam, enhancing organizational diversity awareness and employee relations.

Expert in 5 life span educational periods and stages reinforcement, integrating structured personal and professional growth strategies.

Seeking a position as HR Supervisor / HR Assistant Manager / Learning & Development Lead to contribute psychological insight, social awareness, cross-cultural understanding, and workforce development for organizational success.

CORE COMPETENCIES

- 1) Human Resource & People Management
- 2) Recruitment & Talent Acquisition
- 3) Employee Counseling & Conflict Resolution
- 4) Malaysian Labor Law (Employment Act, OT, Leave, Termination)
- 5) Disciplinary Procedures & Case Management
- 6) HR Policies, SOPs & Documentation
- 7) Performance Management & KPI Monitoring
- 8) Employee Engagement & Workplace Culture Development
- 9) Training, Coaching & Staff Development
- 10) Learning & Development Programs
- 11) Cross-cultural and Interfaith Awareness Programs
- 12) Psychology, Behavioral & Social Expertise
- 13) Psychoanalysis & Psychotherapy
- 14) Counseling (Workplace & Personal)
- 15) Behavioral Assessment & Prediction
- 16) Personality Profiling & Attitude Analysis
- 17) Conceptual, Habitual & Attitudinal Transformation
- 18) Faithfulness & Reliability Reinforcement
- 19) Crisis/Emotional Stabilization Techniques
- 20) 5 Life Span Educational Periods & Stages Reinforcement
- 21) Western Zodiac Astrology Analysis

22)Chinese Face & Bone Structural Readings

23)Sociology & Macro-Social Awareness

24)Comparative Analysis of Capitalism, Communism, and Humanitarian Socialism

25)Interfaith Comparative Analysis: Buddhism, Christianity, Islam

26)Posting recruitment advertisement on LinkedIn and JobStreet

WORK EXPERIENCE

Jenius Height Sdn Bhd

Industry : External plumbings

Position : Field Supervisor

Location : Ampang

Duration : Dec 2024 - Mar 2025

Key Responsibilities:

- 1) Coordination of 5 gangs of project site workers including lead, lorry driver, excavator, metering installer, subcoordinates.
- 2) Stock control and stock checks on stopcocks and gate valves.
- 3) Tenancy agreement between landlord and tenant.
- 4) Assurance of policy and packages of benefits of medical insurance for workers.
- 5) Coordinates with Construction Labour Exchange Center Berhad (CLAB) for Fomema submission of medical checkup for foreign workers.
- 6) Attended meeting at Air Selangor for new online application software for coordinating project execution.
- 7) Workers performance assessment system.

Malaysia Singapore Coffee Shop Proprietors' General Association (MSCSPGA)

Industry : Main Association (44 subsidiaries)

Position : Assistant Secretary

Location : Jalan Pudu

Duration : April 2025 - July 2025

Key responsibilities:

- 1) Event management of Annual General Meeting.
- 2) Arrangement for Grand Dinner of Association.
- 3) Writing scriptures of welcome greetings and opening speech of chairman and executive secretary.
- 4) Government correspondence for appeals from association.
- 5) Attended government ministry meeting for discussion of execution of government policies and report writing after attended meeting.
- 6) Preparation of Meeting Agenda for Committee meeting.
- 7) Online purchase of desserts for welcoming government officials
- 8) Preparation of Association Constitution.
- 9) Helping for documentation of Association Scholarship for children of members of association.
- 10) Translation of important documents of association.

Shine Shine Professional Car Grooming Services

Industry : Car Grooming (40 shops)

Position : Designer

Location : Putra Heights

Duration : Dec 2025 (Only 4 days)

Key responsibilities :

- 1) Using Canva to design Christmas promo brochures, complimentary vouchers and Pinnacle Sri Petaling promo brochures.
- 2) Using Power Point to design for slides show.
- 3) Writing list for 5 activities of lacquer, glaze, polish, wax and sealant.

EDUCATION

Tunku Abdul Rahman University of Management & Technology (TARUMT)

Post Graduate Diploma in Mechanical & Manufacturing Engineering

S.M. Victoria Institution

STPM (1B,1C,2D,1E)

S.M. Confucian

SRP (5A1,3A2), SPM (2A1,1A2,3C3,1C4,1C6,1P7)

S.R.J.K. (C) Chin Woo

UPSR (4A, 2B)

U.K. Engineering Council Exam - Part 1

Mathematics B

SKILLS

- 1)Interpersonal Communication & Emotional Intelligence
- 2)Behavioural & Attitudinal Analysis
- 3)Counselling & Psychotherapy
- 4)Learning & Development Program Design
- 5)Western Zodiac Astrology & Chinese Face/Bone Analysis
- 6)Employee Coaching & Mentoring
- 7)Conflict Mediation & Crisis Management
- 8)Performance Improvement & Habit Reinforcement
- 9)Sociology & Macro-Social Analysis
- 10)Comparative Social Systems: Capitalism, Communism, Humanitarian Socialism
- 11)Interfaith Comparative Analysis: Buddhism, Christianity, Islam
- 12)Reliable, Responsible, and Professional

LANGUAGES

English – Fluent

Mandarin – Fluent

Malay – Fluent

Cantonese - Fluent

Hakka - Fluent

Hokkien - Elementary

Japanese - Elementary

EXPECTED SALARY

RM 6,000 – RM 8,000 / month

(Negotiable depending on role & responsibility)

AVAILABILITY

Immediate

REFERENCES

Lo Wei Lin Friend (1 Year)

MSCSPGA Account Executive 012-6970108

Tan Zie Yang Friend (39 Years)

Lonpac Insurance I.T. Assistant Manager 012-2746570

