

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM

(OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : Mohd Hafizulhilmi Bin Mustapha

Designation : Safety Protégé Date Join : 2/10/2024

Employee no.: SLIM259 Department : Safety

*Write number at appropriate column

No	Rating Factor	*Rating			
		Unsatisfactory	Satisfactory	Good	Very Good
		1	2	3	4
1	Attendance & Punctuality				4
2	Job knowledge			3	
3	Company Procedure			3	
4	Planning & Organizing			3	
5	Interpersonal Relations				4
6	Judgement			3	
7	Communications				4
8	Quality of work			3	
9	Initiative/Creativity			3	
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness				4
Sub Total		0	0	24	16

Total score

83%

Note: Minimum score for confirmation/ extension/ conversion shall be 60%

Recommendation. Please tick (√) where applicable:

To be Confirmed

/

To Extend Probation for Further ____ (months/years)

To Extend Contract for ____ (months/years)

To Convert Permanent Employment

To Terminate Employment

Others

Appraiser's Signature :



Concurred by
Head of



Name:

Wan Izahan Zameree b. Ishak

Name:

Wan Izahan Zameree b. Ishak

Designation:

SHM

Designation:

SHM

Date :

29/4/2021

Date :

29/4/2024

MOHD HAFIZULHILMI BIN MUSTAPHA

Bachelor of Science (Hons.) Environmental Technology
Kuching, Sarawak | hafizulhilmi02@gmail.com | 011-14015493



Dedicated and ambitious Safety Executive with comprehensive theoretical knowledge and practical experience seeking to leverage academic training and early career exposure to contribute effectively to a safety-focused organization. Seeking to contribute expertise in aviation and construction to ensure a safe and secure environment for all stakeholders.

WORK EXPERIENCES

2023 - Present	<p>Protégé at Galaxy Aerospace (M) Sdn. Bhd.</p> <ul style="list-style-type: none">Worked under Safety Department <p>Experiences</p> <ul style="list-style-type: none">Assist HOD for SMS implementation as per Civil Aviation Directive – 19 (CAD-19) and Civil Aviation Guidance Material 1902 (CAGM -1902).Secretary for Safety Action Group (SAG).Assist HOD in handling the ERP matters.Compile and update SMS and OSH documentation.Assist HOD to prepare the company OSH Manual.Conduct Hazard Identification and Risk Mitigation (HIRM) for CAAM approval.Involved in internal audit process in accordance with CAAM, DGTA and DOSH requirements.Conduct safety surveillance and workplace inspection (WPI).Assist HOD to manage the Safer Card report.Assist HOD to purchase the Personal Protective Equipment (PPE) and Automated External Defibrillator (AED).Handling the renewal of fire extinguisher.Designed/ prepared the SMS and OSH poster/ memo for event and awareness.Emcee for Motorcycle Safety Talk.Assist HOD in disposal of scheduled waste according to Environmental Quality (Scheduled Wastes) Regulations 2005.Assist HOD to manage the COVID-19 issues.
2022 - 2023	<p>Safety Intern at Sharp Electronics (Malaysia) Sdn. Bhd</p> <ul style="list-style-type: none">Worked under Health & Safety, Human Resources & General Affair. <p>Experiences</p> <ul style="list-style-type: none">Have the opportunity to make Management Safety Plan, Safety, Health & Security Policy and Personal Protective Policy under supervisor guidance.Make HIRARC for the warehouse & other buildings.Reported to DOSH when the accident occurs.Have the opportunity to do corrective action for renewal MSIG insurance and Goods Hoist JKKP inspection.One of the committee handling safety events, ERT Refreshing Training, Safety Awareness Training and HR Day EventsFire Extinguisher and First Aids InspectionSafety Work Procedure (SWP) for Forklift
2020	<p>Cashier at Pizza Hut</p> <ul style="list-style-type: none">Restocked workstation with supplies and ensured out of stock items were communicated to management.Completed opening, closing and shift change tasks to promote store efficiency.Maximized customer satisfaction by quickly addressing and resolving complaints with food or service.Operated cash register for transactions and made proper change for cash transactions.

TRAINING ATTENDED		
2023	1. Kursus Kesedaran Awam Organisasi Keselamatan Kebakaran – Bomba Selangor 2. SMS Initial Course – Galaxy Aerospace	
2022	e-SICW Course Attended e-SICW course virtually and obtained CIDB green card.	
2022	Environmental Issues Colloquium Worked as presenter in the colloquium with title “Wastewater Technology”.	
2020	Food Handler Training Attended the training which is compulsory for all worker in F&B industry.	
2019	Science, Technology, Engineering & Mathematics Program Attended as facilitator for the program.	
EDUCATION		
2024 - Present	Master of Science in Environmental Engineering, UiTM Master of Science in Environmental Engineering program is dedicated to fostering proficient specialists who embrace the nation's sustainable development philosophy. Through dynamic and innovative teaching methods, research-driven learning, and a commitment to professional ethics, we prepare students to address the future needs of both the national and global agenda.	Shah Alam
2020 - 2023	Bachelor of Science (Hons.) Environmental Technology, UiTM CGPA: 3.19 / 4.00 Related coursework: Air Pollution Control, Environmental Management, Occupational Safety and Health 1994, Environmental Quality Act 1974, Environmental Quality (Amendment) Act 2012, Wastewater Management, Solid Waste Management, Hazardous Waste Treatment and Disposal, Environmental Impact Assessment (EIA) and Geographic Information System (GIS)	Shah Alam
2017 - 2020	Diploma in Science, UiTM CGPA: 2.77 / 4.00 MUET: Band 2	Kota Samarahan 2
RESEARCH PROJECT		
2022-2023	Final Year Project Thesis topic: Bioremediation of Carbamazepine using bacteria from sludge of wastewater treatment plant. Supervisor: Assoc. Prof. Ts. Dr. Tay Chia Chay Carbamazepine is one of the pharmaceuticals usually found in wastewater treatment plants. However, the current process in a wastewater treatment plant has low efficiency in degrading carbamazepine. Selected research articles on the bacterial degradation of carbamazepine were investigated.	

2021	Case Study Topic: Environmental Sampling Plan at Valley, Cameron Highlands Supervisor: Assoc. Prof. ChM. Dr. Yong Soon Kong The project being conducted in association with Universiti Teknologi MARA focuses on conducting a case study to examine the current state of land use and evaluate the impact of human activities on soil, water, air quality, flora, and other contributing factors.					
SKILLS (Years of experience)	Microsoft Office	5 years		ArcGIS	1 year	
	Canva	3 years		ArcMAP	1 year	
	Excel	2 years				
SOFT SKILLS	Teamwork	Leadership		Customer Service	Communication	
LICENSES	CIDB Green Card by CIDB Malaysia					
	Driving License: Class DA					
LANGUAGES	Malay	Fluent	English	Fluent	Japanese	Beginner
REFERENCES	Assoc. Prof. Ts. Dr. Tay Chia Chay taychiay@uitm.edu.my Fax: +603-5544 4562 Phone: +603-5543 7856/+6012 3625809					