

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : MUHAMMAD NOR NAJMUDDIN BIN MOHAMMAD SUHAIMI
NRIC

Preferred Name : NAJMUDDIN

Gender : Male [] Female []

Old I/C No. : —

New I/C No. : 000531-08-0581

Nationality : MALAYSIA

Passport No. : —

Date of Birth : 31ST MAY 2000

Place of Birth : TAIPING

Age : 23 YEARS OLD

Marital Status : SINGLE

Permanent Address (house)

NO 307, BLOK 36, JALAN PLUMBUM 7/97,
40000 SHAH ALAM, SELANGOR

Correspondence Address (mailing)

Effective Until : _____
NO 307, BLOK 36, JALAN PLUMBUM 7/97,
40000 SHAH ALAM, SELANGOR

Tel : (House) —

Tel. No. : (House) —

(Mobile) 011-1292 2354

(Office) —

Fax No. : —

E-mail : mnornajmuddin99@gmail.com

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)
Occupation :
Name of Employer :
Tel No. :

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SEKOLAH MENENGAH KEBANGSAAN PADANG NEGARA	2013	2017	PMR/PT3 Grade : 5A Aggregate : SPM Grade : 5A Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) DIPLOMA OF ENGINEERING TECHNOLOGY IN AEROPLANE MAINT	2018	2021	Major : CGPA/Grade : 3.65
Degree Course(s) BACHELOR OF AIRCRAFT ENGINEERING TECHNOLOGY (HONS.) IN MECHANICAL	2021	2023	Major : Minor : CGPA/Class : 3.35
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)		* Written	* Spoken	• Are you familiar in operating a computer? Yes*/No
Bahasa Melayu				• List of PC Software that you are familiar with
English : _____				_____
Others : _____				
				OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current	HEADS OF MEDIA FOR KAKAN SISWA YADIM UNIKL MIAI
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WORKING EXPERIENCE

Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/ current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : _____ No : _____	What type of transport license do you have? B2,D,Others(Please specify) : _____
Allowances (Please specify if any) : Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary:	Resignation notice period :		

What is your greatest achievement in your previous/current career?

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.


PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : MOHD NAZRI BIN ISMAIL
Address : NO 5, JALAN MERINGIN INDAH 1
: TAMAN MERINGIN INDAH
: 43000, KAJANG, SELANGOR
Tel No. : 012 - 981 0573
Relationship : UNCLE

Name : _____
Address : _____
: _____
: _____
Tel No. : _____
Relationship : _____

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature :  _____

Date : 27/6/2023 _____

CURICULUM VITAE (CV)

Personal Details

Name: Muhammad Nor Najmuddin Bin Mohamad Suhaimi

Date of Birth: 31st May 2000

Age: 23 Years Old

Contact Number: 011-12922354

Nationality: Malaysia

Marital Status: Single

E-mail Address: mnornajmuddin99@gmail.com

Current Address: No 307, Blok 36, Jalan Plumbum 7/97, Seksyen 7, 40000 Shah Alam, Selangor

Education and Qualifications

No	Year	Institute/Course	Qualification
1	2021 – Present	Universiti Kuala Lumpur Malaysian Institute of Aviation Technology (UniKL-MIAT) Bachelor of Aircraft Engineering Technology (Hons.) in Mechanical	Bachelor CGPA: 3.35
2	2018 - 2021	Universiti Kuala Lumpur Malaysian Institute of Aviation Technology (UniKL MIAT) Diploma of Engineering Technology in Aeroplane Maintenance	Diploma CGPA: 3.64
3	2013 - 2017	Sekolah Menengah Kebangsaan Padang Negara	Secondary/ High School 5A

Employment History

No	Company	Roles and Responsibility
1	Sabah Air Aviation	Storekeeper Responsible for checking and updating the total quantity of spare parts for Beechcraft Kings Air at Subang store. The latest information later then recorded by filling up documentations such as Stock Transfer Voucher, Stock Issued Voucher and Stock Record Card. Next, learned how to write delivery notes for transferring certain spare parts reside on Subang store to Sabah store for calibration purposes.

		<p><u>Apprentice</u> Assisting Sabah Air Engineering Department doing maintenance on Beechcraft Kings Air at Penang Airport. Participated in the installation of a new engine on the left side of the wing, wire locking, draining fuel for contamination check, applying hydraulic fluid on oleo strut and participate in supplying power supply for engine ground running test.</p>
2	MHS Aviation Berhad	<p><u>Apprentice</u> Assisting the staff technician keeping the airworthiness of the company aircraft by performing task such as cleaning the aircraft, performing visual inspection, participated in testing the flight control system and contributed to jacking the aircraft for wheel bearing inspection.</p>

Achievements and Participation

No	Date	Achievements
1	2021 - 2022	<p><u>Head of Media</u> For Rakan Siswa Yadim UniKL MIAT. Main jobscope are to promote Islam through sharing Islamic quotes, fardhu ain and fardhu kifayah.</p> <p><u>Program Director</u> For Ramadhan's picture, Ayat Cinta dari Tuhan and Terapi Qurani.</p> <p><u>Volunteer</u> Committee members in GLU Youth Nation: Empowering University Social Responsibility Workshop 2021 and committee in Kuala Lumpur Standard Chartered Marathon 2022</p>

Skills

Technical Skills

Basic knowledge of aircraft maintenance, store technician and technical drawing.

Language Proficiency

Effectively and proficient in writing for both Bahasa Melayu and English. Fluently speaking in Bahasa Melayu but average in English.

References:

Mohamad Azim Bin Othman

Line Station Engineer

Tel: +603-7843 0281

Email: azim@sabahair.com.my

Mohd Iskandar Bin Ismail

Aircraft Engineer

Tel: +6013-319 3007

Email: prince1353@gmail.com