

omar@galaxyaerospace.my

From: Farah Nabilah Mohd Sahadan <farahnabilah.galaxy@gmail.com>
Sent: Wednesday, 3 July, 2024 9:20 AM
To: Syazwin Mohd Seth
Cc: farahnabilah@galaxyaerospace.my; admin@galaxyaerospace.my; quality@galaxyaerospace.my; omar@galaxyaerospace.my
Subject: Re: Request for Additional Drawer Filling Cabinet

Good morning,

Thank you for your prompt response. Will submit the request accordingly.

Have a great day!

Until next time,

Farah Nabilah Mohd Sahadan

Quality Assurance Executive

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor.

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Lot 11-14, MRO Centre, MIAC, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor.

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On Wed, 3 Jul 2024 at 09:04, Syazwin Mohd Seth <syazwin@galaxyaerospace.my> wrote:

Dear Ms Farah

Kindly make the request through the GAMS portal at Admin, Facilities Request section.

We will review your request soon.

Thank you.

Regards,

Syazwin Mohd Seth

Admin Controller

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



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On Tue, Jul 2, 2024 at 4:27 PM farahnabilah@galaxyaerospace.my <farahnabilah@galaxyaerospace.my> wrote:

Dear Admin Team,

I hope this email finds you well. I am writing to **request the purchase of a new drawer filling cabinet** as below for our department:



4 Drawer Filling Cabinet 1320 X 625 X 465mm - Beige

The current drawer is no longer sufficient for storing significant documents (Personnel Files). Reasons for requesting a new drawer are:

- **Capacity:** The existing drawer is overcrowded, making it difficult to organize and access items efficiently.
- **Security:** We need a lockable drawer to ensure the confidentiality of sensitive documents as per our Quality Procedure Manual.

Appreciate your assistance on this matter. If there are any forms or procedures we need to follow, kindly provide the necessary guidance.

Thank you for your attention to this matter. Your prompt assistance will greatly enhance our department's efficiency.

Take care,
Farah Nabilah Mohd Shahadan
QA Executive
for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



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