

INTERVIEW APPRAISAL FORM



Name : NURUL FARRA HANI BT ZAHARULLIDAH Position : ASST ENG. CONTROLLER Date : 03/05/23

Interviewer's name : NORKATRINA KAMARUDIN Designation : LEAD PPC Dept : ENG

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">3</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>	4
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;">3</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	3
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	4
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;">3</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	5
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;">3</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	4
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">3</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	5
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3</div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	3
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>	4
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">2</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	4
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">3</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>	5
TOTAL						41

Recommendations for employment :

YES / NO / KIV

Comments : SHOW INTEREST TO STAY HOWEVER LACK OF INTEREST IN HER CURRENT

WORK. VERY GOOD IN DOING HER WORK BUT REQUIRE TO MORE STABLE POSITION. WILLING TO LEARN & RELOCATE

Signature of Interviewer : Basic salary : RM3000 - RM3500 Allowances : -

Reporting to : ENGINEERING CONTROLLER Department : ENGINEERING Section : -

Commencing date : 19 MAY 2023 Probation : 6 MONTH Others : -

Verified by HRD : _____ Approved by : _____ Date : _____

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name Nurul Farrahani Bin Zaharudin Position Asst Eng. Controller Date 02/05/2023

Interviewer's name: Muhamad Arif Kojardin Designation: HR Dept: HR

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	4
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	4
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	5
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced suits job very well 5	4
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	4
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	4
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	5
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	3
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	3
TOTAL						40

Recommendations for employment : **YES** / NO / KIV

Comments : Protege convert to staff / want more

Signature of Interviewer : Basic salary : 3000 - 3500 Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

	NURUL FARRA HANI BINTI ZAHARULLIZAM <i>BACHELOR (HONS) OF MECHANICAL ENGINEERING</i> <i>MAJOR ELECTIVE IN FACILITIES ENGINEERING</i>	
	PERSONAL INFORMATION	EDUCATION BACKGROUND
Email : nurulfarrahani.z@gmail.com Mobile : +6018-2804657 NRIC : 970203-01-5964 Address: Senawang, Negeri Sembilan.	2015 – 2020	Universiti Teknologi PETRONAS Foundation CGPA : 3.44 Undergraduate CGPA : 2.99
	2010 – 2014	SMK Puteri Seremban PMR : 7A1B SPM : 7A2B

INTERNSHIP EXPERIENCE
Galaxy Aerospace Malaysia Sdn Bhd Protégé Planner at Production, Planner and Control – Engineering Department Sept 2022 – Present <ul style="list-style-type: none"> Update and liaise with production planner for the daily status (status of serviceability, last flown, maintenance performed) of aircraft. Monitoring the Forecast Maintenance/Inspection downtime of all of the contracted aircraft. Consolidate KPI data from commercial department for the Root Cause finding and Improvements. Assist the preparation of procedure for the Helicopter Engine Workshop.
PETRONAS Downstream Business Excellence (DBE) Internship Trainee at Plant Project, Turnaround & Shutdown Department May 2019 – Dec 2019 <ul style="list-style-type: none"> Involved in analysing the Emergent Work Request (EWR), Critical Trades requirement and Turnaround (TA) performance of Downstream Operating Units. Attend TA readiness review of OPU's to supervise the progress and planning of TA. Site visit to Melaka Refinery Malaysia MRC SB plant to monitor the progress of Turnaround. (Washing bay of Heat Exchanger) Exposure on the downstream plant equipment (e.g., boiler, heat exchanger, valve).

PROJECT INVOLVEMENT		
Year	Project	Description
2020	Final Year Project: Study on the Effect of the Corrosion Inhibitor on Preferential Weld Corrosion (PWC) for Process Condensate Line	Objectives: <ul style="list-style-type: none"> To study PWC of Carbon Steel in condensate water by using electrochemistry. To investigate the effects of corrosion inhibitor on PWC for process condensate line. Project Activities: Calculated corrosion rate by using Linear Polarization Technique and Zero Resistance Ammetry method. Determined the microstructure of PWC by optical microscopic for surface analysis.
2020	Mechanical Systems Design Project: Design of Automated Drain Cleaner System	Objectives: <ul style="list-style-type: none"> To design Automated Drain Cleaner System in accordance with regulations and design guidelines. Project Activities: <ul style="list-style-type: none"> Arranged the drain cleaner system configuration systematically from original concept to environmental friendliness design for better functionality.

2019	Student Industrial Project: Establishment of Non-Destructive Test (NDT) for Heat Exchanger Tubing	Objectives: <ul style="list-style-type: none"> • To study the function of NDT and NDT technique for Shell and Tube Heat Exchanger Project Activities: • Identified suitable NDT to perform based on the tube material and defect types expected of heat exchanger.
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LANGUAGE	SKILLS AND SOFTWARE	
Malay : Excellent spoken and written English : Intermediate spoken and written Mandarin: Basic spoken and written	<ul style="list-style-type: none"> • Engineering Materials • Material, Integrity, and Corrosion • Plant Risk and Reliability • Thermodynamics • Heat Transfer • Engineering Drawing 	<ul style="list-style-type: none"> • Microsoft (Word, Excel, Power Point) • Catia V5 • Autodesk AutoCAD
TOP ACHIEVEMENTS		
2013: Exemplary Student Award in high school. 2018: Treasurer 2 of Rakan Masjid UTP. In charge the economic, money flow and the asset of the club. 2020: Dean's List Award: Semester May 2020		

EXTRACURRICULAR INVOLVEMENT & VOLUNTEERING ACTIVITIES		
Event	Participation	Description
Down-to-Earth 2015	Treasurer	A corporate social responsibility project under Islamic Studies. Managed monetary flow effectively.
Khemah Ibadah 2016	Deputy Head of Registration and Accommodation Department	An Islamic camp involving participants from 9 to 16 years old. Managed the registration and accommodation of the participants.
Cabaran Debat Muda 2121 2018	Deputy Head of Business, Merchandise and Sponsorship Department	A debate tournament involving participants from high school and university student. Secured merchandise and sponsor of the event.
UTP-UM Mesra Outreach 2018	Committee of Promotion and Design Department	Created graphics of the event and advertised to the students.

REFERENCES
DR NABIHAH BINTI SALLIH Lecturer, Mechanical Engineering Department, Universiti Teknologi PETRONAS Tel: +605-368 7147 Email: nabihah.sallih@utp.edu.my

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) SMK PUTERI SEREMBAN	JAN/2010	DEC/2014	PMR/PT3 Grade : 7A1B Aggregate : - SPM Grade : 7A2B Aggregate : -
A-Level/STPM/Matriculation(s) UNIVERSITI TEKNOLOGI PETRONAS	JULY/2015	MAY/2016	Result(s) : 3.39/4.00
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) BACHELOR OF MECHANICAL ENGINEERING WITH HONOURS UNIVERSITI TEKNOLOGI PETRONAS	SEPT/2016	SEPT/2020	Major : FACILITIES ENGINEERING Minor : - CGPA/Class : 2.99/SECOND CLASS LOWER
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)			• Are you familiar in operating a computer? Yes*/No
Bahasa Melayu	* Written	* Spoken	• List of PC Software that you are familiar with Microsoft office (Word, Excel, PowerPoint), Catia v5, AutoCAD
	Excellent	Excellent	
English : _____	Good	Good	OTHER SKILLS (Please Specify) Design (Photoshop), Teamwork, Adaptability
Others : _____			

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	<ul style="list-style-type: none"> Treasurer of Rakan Masjid Club Deputy Head of Business, Merchandise and sponsorship department for Cabaran Debat 2121
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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			
Petroleum Nasional Berhad Internship Trainee	05/19	12/19	7 months	<ul style="list-style-type: none"> Providing advisory service to the operating unit. Involvement in analysing the Emergent Work Request (EWR), Critical Trades requirement and Turnaround (TA) performance of Downstream Operating Units. Attend TA readiness review of OPUs to supervise the progress and planning of TA. Site visit to Melaka Refinery Malaysia MRCSB plant to monitor the progress of Turnaround. (Washing bay of Heat Exchanger) Exposure on the downstream plant equipment (e.g., boiler, heat exchanger, valve). 		End of internship period

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM2,000	Bonus (No. of months): - Contractual : 8 MONTHS Variable : -	Do you possess your own transport Yes : / No : -	What type of transport license do you have? B2,D,Others(Please specify) : D
Allowances (Please specify if any) :	Car Privilege Type : - Driver : (Yes/No) Petrol Allowance/month : -	Loan subsidy : Interest rate House (Yes/No) : ____ % Car (Yes/No) : ____ % Others : ____ %	Other Benefits (If any):
Expected monthly salary: RM 2,700 - RM 3,000		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 : DR NABIHAH BINTI SALLIH Address : <u>MECHANICAL ENGINEERING</u> : <u>DEPARTMENT,</u> : <u>UNIVERSITI TEKNOLOGI PETRONAS.</u> Tel No. : <u>+605-368 7147</u> Relationship : <u>LECTURER</u>	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 : <u>Hani</u>	Date : <u>03-05-2022</u>