

INTERVIEW APPRAISAL FORM



Name : NADHIRA SYAHIRA MOHD HAMDAN Position : PRODUCTION PLANNER Date : 03/05/23

Interviewer's name : NORWATRINA KAMARUDIN Designation : LEAD PPC Dept : ENG.

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	5
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	5
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	4
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	4
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	5
TOTAL						44

Recommendations for employment :

YES / NO / KIV

Comments : HAVE GOOD KNOWLEDGE ON N3 TECH RECORD ALSO POSSESS GOOD INTEREST IN HER CURRENT WORK. SHE ALSO HAVE PLAN ON IMPROVING OTHER WORK EFFICIENCY

Signature of Interviewer : [Signature] Basic salary : RM3000 - RM3500 Allowances : RM500

Reporting to : LEAD PPC Department : ENGINEERING Section : APMM N3

Commencing date : 31 MAY 2023 Probation : 6 MONTHS Others : -

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

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name Nachira Syahira Binti Mohd Hamdan Position PPC Date 03/05/2023

Interviewer's name: Muhammad Arif Bin Najaudin 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	5
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
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COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	3
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	4
TOTAL						39

Recommendations for employment :

YES / NO / KIV

Comments : Good knowledge about PPC and plan on improving work efficiency.

(Protege convert to staff)

Signature of Interviewer : Basic salary : Rm 3000 - 35000 Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : NADHIRA SYAHIRA BINTI MOHD HAMDAN

Preferred Name : NADHIRA		Gender : Male [] Female [/]	
Old I/C No. : NIL		New I/C No. : 980209115236	
Nationality : MALAYSIAN		Passport No. : NIL	
Date of Birth : 09 FEB 1998		Place of Birth : HSNZ, KUALA TERENGGANU, TERENGGANU	
Age : 25 Y/O		Marital Status : SINGLE	
Permanent Address (house) 316, BLOCK A4, GUGUSAN MELATI, JALAN CAMAR 4/5, SEKSYEN 4, KOTA DAMANSARA, 47810 PETALING JAYA, SELANGOR		Correspondence Address (mailing) Effective Until : <u>CURRENTLY</u> 316, BLOCK A4, GUGUSAN MELATI, JALAN CAMAR 4/5, SEKSYEN 4, KOTA DAMANSARA, 47810 PETALING JAYA, SELANGOR	
Tel No. :	(House) NIL	Tel. No. :	(House) NI
	(Mobile) 0187709800		(Office) NIL
Fax No. :	NIL	E-mail :	nadhirahamdan.galaxy@gmail.com

FAMILY PARTICULARS

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

ii) Details of Children (if applicable)

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

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 DATO' RAZALI ISMAIL	2011	2015	PMR/PT3 Grade : 4A4B Aggregate : SPM Grade : 5A2C2D1E Aggregate :
A-Level/STPM/Matriculation(s)	NIL	NIL	Result(s) : NIL
Certificate(s)	NIL	NIL	Major : NIL Grade : NIL
Diploma Course(s) UNIVERSITI KUALA LUMPUR MALAYSIAN INSTITUTE AVIATION TECHNOLOGY	2016	2019	Major : DIP OF ENG TECH IN AEROPLANE MAINTENANCE CGPA/Grade : 3.59
Degree Course(s) UNIVERSITI KUALA LUMPUR MALAYSIAN INSTITUTE AVIATION TECHNOLOGY	2019	2022	Major : BACH OF AIRCRAFT ENG TECH (HONS) IN MECHANICAL Minor : NIL CGPA/Class : 3.53
Post Graduate Course(s)	NIL	NIL	Area of study : NIL CGPA/Class : NIL
Professional Qualification(s)	NIL	NIL	Level/Stage : NIL

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
- List of PC Software that you are familiar with
MICROSOFT OFFICE WORD, EXCEL, POWERPOINT

	* Written	* Spoken
Bahasa Melayu		
English : _____	GOOD	GOOD
Others : _____		

OTHER SKILLS (Please Specify)

NIL

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	NIL
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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			
GALAXY AEROSPACE (M) SDN BHD	AUG 2022	MAY 2023	8 M	PROTEGE PLANNER TECHNICAL RECORD	RM2000	GAIN MORE EXPERIENCE

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): <u>NIL</u> Contractual : <u>NIL</u> Variable : <u>NIL</u>	Do you possess your own transport Yes : <u>/</u> No : <u> </u>	What type of transport license do you have? B2,D,Others(Please specify) : <u>D</u>
Allowances (Please specify if any) : Other Benefits (If any):	Car Privilege Type : <u>NIL</u> Driver : (No) Petrol Allowance/month : <u>NIL</u>	Loan subsidy : Interest rate House (Yes/No) : <u>NIL</u> % Car (Yes/No) : <u>NIL</u> % Others : <u>NIL</u> %	
Expected monthly salary: RM3000		Resignation notice period : 1 MONTH	

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

In my opinion, my greatest achievement in my past career is I have been given to take a responsibility to handle all the record for aircraft AS365N3. That was my first job and experience works with the helicopter.

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

NIL

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

Yes, in position Protege Planner.

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : EN. AMIR HAKIMIN BIN HASHIM

Address : UNIKL MIAT

Tel No. : 019-3717037

Relationship : SUPERVISOR / LECTURER

Name : NIL


Address : NIL

Tel No. : NIL

Relationship : NIL

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 : 2/5/2023 _____