

Our Ref: GB/HR-RN-Protege/2023-Feb/002

To HR Division of Galaxy Aerospace M Sdn Bhd,

Gading Group intend to hire One (01) Protégé for Business Development and One (01) Protégé Administration & Human Resource department to ensure smooth operation of the department.

As for now, two candidates for GFA accepted our offer. The candidates have been interviewed by Mr. Azahar (GFA), Ms. Shafieqah (Gading) on 22nd Feb 2023. The approval report duty of Protégé Nur Syairah Jamaludin on 1st March 2023 and Siti Fatimah Kamaludin on 3rd April 2023.

Highlights of Protégé candidates as per below,

Nur Syairah Jamaludin is a fresh graduate from Universiti Malaya and she involved in handling company sales, marketing from her previous job at InterExcel Tourism Academy.

Siti Fatimah binti Kamaludin fresh graduate from University Malaysia Terengganu. During their studies, she is being actively involved in teambuilding also facilitator, sales and marketing. In addition, she also experiences in HR division in Mydin Senawang Branch and responsible in managing hiring process and support the development and implementation on HR initiatives and systems.

We are really appreciating if Galaxy Aerospace (M) Sdn Bhd would issue Letter Offer for the candidates by this week.


22.2.2023

Amyliana Amie (Nana)
HRA Division
for and on behalf of
GADING GROUP BERHAD



Nur Syairah Jamaludin

Date of birth: 13 Nov 1997 | **Nationality:** Malaysian | **Gender:** Female |

(+6) 01136146114 | iraajamal5@gmail.com | Whatsapp Messenger: +601136146114 |

10 Lalan Sri Ampang, 26 Taman Sri Ampang 31400 Ipoh, Perak

About me: Freshly graduated who eager to learn new task and improve the interpersonal skills into the professional working environment.

● WORK EXPERIENCE

1 MAR 2019 - 1 MAR 2021 - Kuala Lumpur, Malaysia
VOLUNTEER – INTERNATIONAL STUDENT CENTRE, UNIVERSITY MALAYA

- . Assist international student integrate into their new communities.
- . Provide student opportunities by sharing information about the organization services.
- . Responsible as emcee to ensure the event runs smoothly

1 DEC 2020 - 1 MAR 2021 - Ipoh, Malaysia
BAKERY EMPLOYEE – NANING RESTAURANT

- . Generating unique pastry menu to promote new restaurant
- . Utilized the business knowledge in giving best food experience.

1 JUN 2019 - 1 AUG 2019 - Kuala Lumpur, Malaysia
WAITRESS – SHERATON HOTEL PETALING JAYA

- . Greeting guests and taking drink and food orders.
- . Stay focused to serves guests needs in the dining area

1 MAR 2019 - 31 MAY 2019 - Kuala Lumpur, Malaysia
CASHIER – KFC

- . Provides efficient and courteous service for best customer experience
- . Obtain staff training to acquire high product knowledge and advance service skills.

1 MAY 2018 - 1 OCT 2018 - Ipoh, Malaysia
RECEPTIONIST – MERTON HOTEL

- . Serves visitors by greeting, welcoming, and directing them appropriately.
- . Answer guest calls, provide solution and update manager about visitor arrival when necessary

1 SEP 2017 - 1 DEC 2017 - Georgetown, Malaysia
INTERNSHIP – INTER-EXCEL TOURISM ACADEMY

- . Gain knowledge from training to handle company sales, marketing, administration and accounting
- . Maintain the professionalism in the work environment
- . Accomplishing work task with the supervision of managers.

● EDUCATION AND TRAINING

1 SEP 2018 - 1 FEB 2022 - Jalan Profesor Diraja Ungku Aziz, Kuala Lumpur, Malaysia
BACHELOR OF ECONOMICS AND ADMINISTRATION – University of Malaya

www.um.edu.my

1 AUG 2019 - 1 FEB 2022 - FH Upper Austria, Steyr Campus, Wehrgrabengasse 1-3 , Steyr, Austria
EXCHANGE SEMESTER – University of Applied Science

www.fh-ooe.at

1 JUL 2015 - 1 JAN 2018 - Lot P.T 2635, Seri Iskandar, Malaysia
DIPLOMA INTERNATIONAL BUSINESS – KPM Sri Iskandar

● LANGUAGE SKILLS

Mother tongue(s): MALAY

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Production	Spoken Interaction	
ENGLISH	C1	C1	C1	C1	B2
GERMAN	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Social Media Skills

Facebook | Instagram | LinkedIn | Indeed

Microsoft Skills

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Microsoft Office

Other Digital Skills

Google Drive | Google Docs | Skype | Zoom

● ADDITIONAL INFORMATION

Research Paper Publication

Entrepreneurship Education In Malaysia's Higher Learning Institution: Industry-Public University Collaboration Program

References

Dr Annizah Ishak | Senior Lecturer | Department in Development Studies | University of Malaya

☎ +60169094331

✉ annizah@um.edu.my

SITI FATIMAH BINTI KAMALUDIN



✉ fatimah8699@gmail.com

☎ 0176496761

📍 Seremban, Negeri Sembilan

🕒 24 years old

About Me

I am a person with high spirits and always want to learn something new. Whatever challenges lie ahead must be faced because despair will not take us to a higher level. In addition, I am also able to manage various jobs every day and able to overcome all the challenges that I want to be involved.

Skills & Proficiencies

- Have excellent teamwork and leadership skills
- Can speak using strong verbal communication skills in English and Malay
- Have proven leadership skills and ability to work under pressure

Extra Curricular Activities

Kolej Tingkatan Enam Forest Heights

- Secretary General of the Sixth Form Student Representative
- The highest event of the Program Dialectology Night
- Second place Volleyball in the Negeri Sembilan Level Sixth Form
- Seventh place in Negeri Sembilan Level Sixth Tenpin Bowling Tournament
- Participant in the Johor Open National Level Pre-University Cross Country
- Joined Scouts and participate in the Negeri Sembilan travel edition to Kuantan
- Fasilitator of Kem Aspirasi Khalifah under AFK Asia Xpert

Universiti Malaysia Terengganu

- Join the Student Police Volunteer (Suksis) at Universiti Malaysia Terengganu and participate in all the basic courses that have been set
- Joined the volunteers of Universiti Malaysia Terengganu's post-flood relief mission phase 1 and phase 2
- Participate in the Basic First Aid and Rescue Course 2020, and 2022
- Participated in open volleyball and won first place
- Participated in Tati University open handball and got third place
- Participated International Programme Passport Run and Batik Run by Women Development Office of the state of Terengganu
- Participate in the packing program for Syria's winter needs with Cinta Syria Malaysia

Achievement

- Dean's List all semester except semester 2 Universiti Malaysia Terengganu 2019-2023
- Third place and the best player in the Terengganu handball open tournament Universiti Malaysia Terengganu 2022
- Annual best shooting overall women's category Sukarelawan Polis Siswa Sisiwi (SUKSIS) 2020

Education Background

- Universiti Malaysia Terengganu

Bachelor of Management Policy Studies with Honors

2019 - Expected to Graduate November 2023

Related courses: Human Resources Management, Management, Public Relation

Pointer : 3.63

- Kolej Tingkatan Enam Forest Heights

Malaysian Higher School Certificate (STPM)

Completed in 2018

Pointer : 3.00

Professional Experience

Human Resources (Internship) | Mydin Mohamed Holding Berhad (Cawangan Senawang), Negeri Sembilan

2022-2023

Key responsibilities:

- Supporting the development and implementation om HR initiatives and systems
- Providing counseling on policies and prosedures
- Being actively involved in recruitment by preparing job descriptions and managing the hiring process

Production Operator | Samsung SDI Energy Malaysia Sdn. Bhd, Negeri Sembilan

2019

Key responsibilities:

- Responsible for monitoring, mantaning and operating warehouse equipment

Human Resources Management & Fasilitator | AFK Asia Group Asia Group Sdn. Bhd, Melaka

2017 - 2022

Key responsibilities:

- Check participants 'personal details and call program participants' progress
- Prepared reports on the above information and reported the insights.
- Program facilitators recommended by the company such as teambuilding experts also involved is fasilitator, sales and marketing

Training

Qualities

- Excellent communication skill in Malay and english
- Problem Solving
- Excellent customer service skills
- Computer skills
- Able to work in team able to work independently yet

Reference

Dr. Abdul Rahman Abdul Latip

Industrial Training Coordinator (Policy Studies)

Faculty of Business, Economic, and Social Development

Universiti Malaysia Terengganu

- 096683306

Mr. Muhammad Naeem Bin Nasharuddin

Human Resources

Mydin Mohamed Holdings Berhad (Cawangan Senawang)

- 0137745341 / 066758867