



NURIZATUL ATHIRAH ADAWIYAH BINTI ROSLAN

POSITION APPLIED : PRODUCTION PLANNER

014-840 1273

 nurizatuladawiyah19@gmail.com



NO. 33 JALAN EMAS 3 TAMAN EMAS 43800
DENGKIL, SELANGOR

Education

**Bachelor of Electrical and
Electronics Engineering,
National University of
Malaysia (UKM) : 2020-2024**

- Led engineering coursework projects, handling design, implementation, and testing, while ensuring good communication and teamwork.

- GPA: 3.0

**Foundation in Science,
Penang Matriculation
College (PMC) : 2018-2019**

-Directed and coordinated curriculum projects, managing timelines, delegating tasks, and ensuring successful completion.

- GPA: 3.82

SKILLS

TECHNICAL SKILL

- Basic experiences in using JAVA, C, and C++ for simulations and problem-solving.
- Experience in project management principles and tools.
- Familiar with industry standards and safety regulations.

SOFT SKILL

- Proven ability to work well in team environments.
- Precise and accurate in engineering tasks and documentation.
- Flexible and open to learning new technologies and methods.
- Efficient at managing tasks and meeting deadlines.
- Eager to continuously learn and grow in the field of engineering.

About me

As a highly motivated Electrical Engineering graduate, I excel in project management with strong organizational and leadership skills. My effective communication and collaboration abilities foster an inclusive work environment. Committed to continuous learning and self-development, I actively seek to enhance my skills. I take ownership of responsibilities, value constructive feedback, and embody values of openness, collaboration, courage, and caring, ready to make meaningful contributions in a dynamic engineering role.

Experience

Project Coordinator (Intern)

Aug 2023 - Oct 2023

Malaysian Photovoltaic Industry Association (MPIA)

- Implemented comprehensive project life-cycle management processes to ensure meticulous documentation and tracking of project requirements from initiation through completion.
- Gained valuable insights and exposure to renewable energy policies established by the Energy Commission, enhancing my understanding of regulatory frameworks and sustainable practices.

Leadership & Activities

Jun 2021 – Aug 2021

Volunteering Member, PICC with Malaysian Government 2021 @ Putrajaya

- Strengthened communication skills through regular interactions with others.
- Volunteering in a program called Public-Private Partnership Covid-19 Industry Immunisation Program (PIKAS), under PICC with Malaysian Government to speed up the national COVID-19 Immunisation Program.

Sep 2020 – Oct 2020

Program Coordinator & Facilitator, Student Orientation Week 2020 UKM @Bangi

- Designed Hybrid-program implementation and maintenance plan.
- Organized and managed program development from conception through successful execution.
- Scheduled and supervised secretariat meetings to discuss new ideas and update participants on program details and milestones.

Nurizatul Athirah Adawiyah



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DENGKIL, SELANGOR

Language

- English : B2
- Malay : Highly Proficient

Interest/Hobby

- Travelling
- Reading and Writing

References

Ts. Dr. Muhammad Ammirul Atiqi B. Mohd Zainuri,
Senior Lecturer Department of Electrical & Electronic Engineering, UKM.
ammirulatiqi@ukm.edu.my
03-8921 6203

Dr. Seri Mastura Mustaza,
Deputy Director II & Senior Lecturer Department of Electrical & Electronic Engineering, UKM.
seri.mastura@ukm.edu.my
03-8921-6328

Capt Roslan Bin Aziz
Head of Air Operation Management, Air Division
Fire and Rescue Department
Headquarters
Putrajaya
roslan_udara@bomba.gov.my
03-8888 0971

Leadership & Activities (cont.)

Dec 2019 – Jan 2020

Program Coordinator, Student Leadership Program 2020 (College Leadership Club) @Bangi

- Developed a comprehensive program implementation and maintenance plan, ensuring effective execution and sustainability.
- Offered consistent leadership and strategic direction for program operations, ensuring effective management and problem resolution.
- Directed and managed the program development process from inception to successful execution, achieving key milestones and deliverables.

Oct 2019 – Dec 2019

Project Secretary, UKM Tennis Challenge 2019 (UKM Tennis Club) @Bangi

- Efficiently managed both paper and electronic filing systems, including routing documents, handling messages, and overseeing incoming and outgoing mail.
- Completed and managed forms, reports, logs, and records, ensuring accurate and timely documentation of activities.

Mar 2018 – Mar 2019

Club President, Netball Club 2018/2019 @ Penang Matriculation College

- Trained new team membership policies and procedures relevant to different roles.
- Organized special activities and events for existing club members, including service projects and procedural meetings.
- Organized and led monthly meetings for Netball club.

Nurizatul Athirah Adawiyah

For Office Use : HRIS

Interview

Date: 8/8/2024

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : \ NURIZATUL ATHIRAH ADAWIYAH BINTI ROSLAN

Preferred Name : ADAWIYAH \ Gender : Male [] Female [/]

Old I/C No. : New I/C No. : 000119021088

Nationality : MALAYSIAN Passport No. : -

Date of Birth : 19 JANUARY 2000 Place of Birth : KEDAH, MALAYSIA

Age : 24 YEARS OLD Marital Status : SINGLE

Permanent Address (house)
33, JALAN EMAS 3, TAMAN EMAS, 43800, DENGKIL SELANGOR.

Correspondence Address (mailing)
Effective Until : _____
33, JALAN EMAS 3, TAMAN EMAS, 43800, DENGKIL SELANGOR.

Tel No.	(House) -	Tel. No. :	(House) -
	(Mobile) 014-8401273		(Office) -

Fax No. : E-mail : nurizatuladawiyah19@gmail.com

FAMILY PARTICULARS

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

ii) Details of Children (if applicable)

No.	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.

- N/A

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	Jan/2013	Dec/2017	PMR/PT3 Grade :9A2B Aggregate : SPM Grade :6A 3B Aggregate :
A-Level/STPM/Matriculation(s)	March/2018	May/2019	Result(s) : 3.82
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) UKM	Sept/2019	July/2024 7- 26/08 Penang Result	Major :Electrical/Power Engineering Minor :Electronics Engineering CGPA/Class :3.04
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: Excellent

* Written

* Spoken

Excellent

Excellent

English : Average

Average

Average

Others : _____

• List of PC Software that you are familiar with
Matlab, AutoCad

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

- Program Coordinator & Facilitator, Student Orientation Week 2020 (College, UKM)
- Project Secretary, UKM Tennis Challenge 2019 (UKM Tennis Club)
- Club President, Netball club 2018/2019 (Penang Matriculation College)

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			
Malaysian Photovoltaic Industry Association (MPIA) Project Coordinator (Intern)	Aug, 2023	Oct, 2023	(3 months only)	I managed the entire project process, making sure we documented and tracked everything needed from start to finish.	Allowance: RM500	Internship period ended
Please use attachment for additional information.						

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: - N/A	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : _____
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: <i>Rm 2000</i>		Resignation notice period : <i>September 2024</i>	

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

- N/A

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

- N/A

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

- N/A

PERSONAL REFERENCES (NON-RELATIVES / NONS EMPLOYEE)

Name : Ts. Dr. Muhammad Ammirul Atiqi
Address : ammirulatiqi@ukm.edu.my
:
:
Tel No. : 03-8921 6203
Relationship : Senior Lecturer Department of Electrical
& Electronic Engineering, UKM.

Name : Dr. Seri Mastura Mustaza
Address : seri.mastura@ukm.edu.my
:
:
Tel No. : 03-8921 6328
Relationship : Senior Lecturer Department of Electrical
& Electronic Engineering, UKM.

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 : 8th August 2024

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: NURIDATUL ATHIRAH ADAWIJAH Position: BT. ROSLAN PROTEGE PPC Date: 8/8/2024

Interviewer's name: JASMAUZAM JAMALUDIN Designation: E-C Dept: ENGINEERING

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>	3
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>	3
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>	2
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>	2
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>	3
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>	2
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>	2
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>	3
TOTAL						26

Recommendations for employment :

YES / NO / KIV

Comments : HAS INTREST IN PPC AND HAS BASIC KNOWLEDGE OF PPC ROLE. FATHER WAS TUAN ROSLAN PILOT A109 BOMBA AND MOTHER WORK IN MOF

Signature of Interviewer : Basic salary : RM 2000.00 Allowances : -

Reporting to : JASMAUZAM Department : ENGINEERING Section : PPC

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM

Name : Nur Zatul Athirah Adawiyah Binti Roslan Position : Protege PPC Date : 8/8/2024

Interviewer's name : Muhamad Arif Bin Nizam dh Designation : HK Dept : HK

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TOTAL						26

Recommendations for employment :

YES / NO / KIV

Comments : Recommended for hiring - Dad work as pilot Bomba Subang - Mom work at Ministry of finance and study Power Engineering -

Signature of Interviewer : [Signature] Basic salary : _____ Allowances : Rm 2000

Reporting to : Engineering Controller Department : Engineering Section : _____

Commencing date : _____ Probation : _____ Others : _____

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