

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : Afrina Annisa Binti Sharifuddin

Preferred Name : Afrina

Gender : Male [] Female [✓]

Old I/C No. :

New I/C No. : 001014-10-1166

Nationality : Malaysian

Passport No. :

Date of Birth : 14/10/2000

Place of Birth : Subang Jaya, Selangor

Age : 24

Marital Status : Single

Permanent Address (house)

No 26, Jalan Subang Permai U6/7,
Desa Subang Permai,
40150 Shah Alam,
Selangor

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) 019-3810446

(Office)

Fax No. :

E-mail : afrinafuddin00@gmail.com

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)

Occupation :

Name of Employer :

Tel No. :

ii) Details of Children (if applicable)

	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.

No

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	1/2013	12/2017	PMR/PT3 Grade : Aggregate : 5A 2B SPM Grade : Aggregate : 1D 6A 3B
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	6/2018	2/2021	Major : Electronics Engineering CGPA/Grade : 3.60
Degree Course(s)	3/2021	2/2024	Major : Electronics Engineering Minor : Communication CGPA/Class : 3.67 ✓
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Telecommunications Engineering Competency Certification	Utechtium	22/4/2024 - 5/5/2024	UiTM Shah Alam
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	BM	BM
English : _____	Excellent	Excellent
Others : _____	BI	BI
	Excellent	Excellent

- Are you familiar in operating a computer?
Yes*/No Excellent
- List of PC Software that you are familiar with
Microsoft Word, Excel, Powerpoint, Proteus 8

OTHER SKILLS (Please Specify)

C, C++ programming language

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	
---------------------------------------------	--

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			
Accrete Technologies SDN BHD - Internship	8/2021	10/2021	2 months	<ul style="list-style-type: none"> • Assisted in sourcing air conditioning systems. • Acquire quotations for company projects 	RM 250	Finished with internship duration
Malaysia Airlines Berhad - Internship	8/2023	10/2023	2 months	<ul style="list-style-type: none"> • Perform office duties under Trainee Management Unit • Assisted in troubleshooting for a few workshops. 	RM 500	Finished with Internship duration

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> _____ No : <input type="checkbox"/> _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>DA</u>
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 2,400		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)

No

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

No

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : Azita Laily Binti Yusof

Address : College of Engineering,

UiTM Shah Alam

Tel No. : 012-2332041

Relationship : Lecturer

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 : 

Date : 8/9/2024

INTERVIEW APPRAISAL FORM

Name: Afrina Annisa Bati Shantuddin Position: Projece Design Engineer Date: 9/9/2024

Interviewer's name: Muhamad Afif Bin Ngjaludin Designation: HR Dept: HR

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>	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>	3
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>	1
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>	2
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>	3
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>	1
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>	2
TOTAL						25

Recommendations for employment :

YES / NO / KIV

Comments : Recommended for hiring, and Bachelor of ~~electrical~~ ^{of} engineering in electronics.

Signature of Interviewer : _____ Basic salary : _____ Allowances : _____
 Reporting to : _____ Department : _____ Section : _____
 Commencing date : _____ Probation : _____ Others : _____
 Verified by HRD : _____ Approved by : _____ Date : _____

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: **AFRINA ANNISA BINTI SHARIFUDDIN** Position: **PROTEGE** Date: **9/9/24**
 Interviewer's name: **Ir. NIZAM NAZAR** Designation: **HRDO** Dept: **D7S**

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
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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>	4
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>	3
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>	4
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TOTAL						38

Recommendations for employment :

YES / ~~NO~~ / ~~RIV~~

Comments : **MEET THE MINIMUM REQUIREMENT.**

Signature of Interviewer : Basic salary : **2000** Allowances :
 Reporting to : **Ir. NIZAM NAZAR** Department : **D7S** Section :
 Commencing date : Probation : Others :
 Verified by HRD : Approved by : Date :



AFRINA ANNISA BINTI SHARIFUDDIN

CONTACT

☎ 019-381 0446

✉ afrinafuddin00@gmail.com

📍 Desa Subang Permai, Shah Alam, Selangor

🌐 <https://www.linkedin.com/in/afrina-annisa-6a751b300/>

EXPERTISE

- Microsoft Office Suite
- Arduino IDE
- CodeBlocks
- Proteus 8
- Python
- Matlab
- Genesys2018

STRENGTH

- Ability to work under pressure
- Ability to work with a team
- Fast learner
- Adaptability
- Good work ethic
- Continuous learning

LANGUAGE

- Malay
- English

EXPERIENCE

INTERN TRAINEE

Aug 2023 - Oct 2023

MALAYSIA AIRLINES BERHAD (MAB)

- Assisted in troubleshooting for a few workshops such as the in-flight entertainment, aircraft battery and refrigerator.
- Performed office duties in Trainee Management Department, gaining hands-on experience in administrative tasks and operations.

INTERN TRAINEE

Aug 2021 - Oct 2021

ACCRETE TECHNOLOGIES SDN BHD

- Assisted in sourcing and installing air conditioning systems for buildings, facilitating smooth installation process.
- Conducted site visits to ensure project progress, adherence to plans, and compliance to safety protocols.
- Facilitated supplier sourcing and coordinated communication for obtaining desired quotations and materials for company projects.

EDUCATION

BACHELOR OF ENGINEERING IN ELECTRONICS ENGINEERING (COMMUNICATION) 2021 - 2024

Universiti Teknologi MARA, Shah Alam
CGPA: 3.67

DIPLOMA IN ELECTRONICS ENGINEERING (ELECTRONIC) 2018 - 2021

Universiti Teknologi MARA, Pasir Gudang
CGPA: 3.60

OTHERS

- NIOSH-TM Safety Passport (NTMSP) Card Holder (2024) (Valid until 2nd of May 2027)
- Completed Certification of Competency for Communications Engineering (2024)
- Holistic Success Module (HSM) (2024)
- Facilitator for Program STEM4FUN (2023)

REFERENCES

Azita Laily Binti Yusof

UiTM, Shah Alam

Phone: 012-233 2041

Email: azita968@uitm.edu.my