

## INTERVIEW APPRAISAL FORM



Name : ASHRAF BIN ABD KAZAK Position : NTP (AVO) Date : 27/6/2022

Interviewer's name : SYAFRUH YAMANI Designation : EM Dept : ENGG.

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>
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>
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>
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>
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>
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>
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>
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>
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>
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>
<b>TOTAL</b>					

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

Comments :   
 \* No signatory .  
 - Contract expired end of June.  
 - RM 3.7k.

Signature of Interviewer : \_\_\_\_\_ Basic salary : \_\_\_\_\_ 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 &amp;

Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per : ASHRAF BIN ABD RAZAK  
NRIC

Preferred Name : ASHRAF

Gender : Male [  ] Female [  ]

Old I/C No. :

New I/C No. : 950427-14-7319

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 27 APRIL 1995

Place of Birth : KUALA LUMPUR

Age : 27

Marital Status : SINGLE

Permanent Address (house)

NO 6 JALAN CAMAR 4/12  
D'SHIRE 61 SEKSYEN 4  
KOTA DAMANSARA  
47810 PETALING JAYA  
SELANGOR

Correspondence Address (mailing)

Effective Until : \_\_\_\_\_

NO 6 JALAN CAMAR 4/12  
D'SHIRE 61 SEKSYEN 4  
KOTA DAMANSARA  
47810 PETALING JAYA, SELANGOR

Tel. No. : (House)

Tel. No. : (House)

(Mobile) 0176186856

(Office)

Fax No. :

E-mail : ashraf.razak95@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) SM TEKNIK KUALA LUMPUR	2011	2012	PMR/PT3 Grade : 6A, 2B Aggregate : SPM Grade : 9A, 1B Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) UNIKL (MALAYSIAN INSTITUTE OF AVIATION TECHNOLOGY)	2013	2016	Major : DIPLOMA OF AIRCRAFT ENGINEERING TECHNOLOGY IN AVIONICS CGPA/Grade : 3.83
Degree Course(s) UNIKL (MALAYSIAN INSTITUTE OF AVIATION TECHNOLOGY)	2017	2019	Major : BACHELOR OF AIRCRAFT ENGINEERING TECHNOLOGY Minor : (HONS) IN AVIONICS CGPA/Class : 3.38
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
FOD & SUP WORKSHOP	BHIC AEROSERVICES SDN BHD	25 JULY 2019	BHICAS SDN BHD
HANGAR SAFETY & WORKPLACE HOUSEKEEPING	BHIC AEROSERVICES SDN BHD	23 JULY 2019	BHICAS SDN BHD
HUMAN FACTORS	BHIC AEROSERVICES SDN BHD	24 JULY 2019	BHICAS SDN BHD
SAFETY MANAGEMENT SYSTEM	BHIC AEROSERVICES SDN BHD	05 AUGUST 2019	BHICAS SDN BHD
POLICY & PROCEDURE	BHIC AEROSERVICES SDN BHD	23 JULY 2019	BHICAS SDN BHD

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

Yes\* /  No

Bahasa Melayu

\* Written

\* Spoken

English : EXCELLENT

Others : \_\_\_\_\_

EXCELLENT

EXCELLENT

• List of PC Software that you are familiar with  
MS OFFICE, AIRBUS ORION MANUAL, RAMCO AVIATION

### OTHER SKILLS ( Please Specify )

### 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			
ASIA AERO TECHNICS SDN BHD (INTERNSHIP)	JANUARY 2016	JUNE 2016		- Performance of tasks required to ensure the continuing airworthiness of an aircraft. - Assisted in Inspection, maintenance, replacement and repair of aircraft.		END OF INTERNSHIP PERIOD
BHIC AEROSERVICES SDN BHD (INTERNSHIP)	JULY 2019	DECEMBER 2019		- Operating for Malaysian Maritime Enforcement Agency (MMEA) on Line and Base maintenance. - Assisting aircraft troubleshooting and defect rectifications on daily basis as needed to maintain serviceability of aircraft. - Assisting in ground handling job on the aircraft such as towing, refueling, engine ground run, and marshalling.	RM500	END OF INTERNSHIP PERIOD
BHIC AEROSERVICES SDN BHD (CONTRACT STAFF)	MAY 2020	PRESENT		- Operating for Malaysian Maritime Enforcement Agency (MMEA) on Line and Base maintenance. - Assisting aircraft troubleshooting and defect rectifications on daily basis as needed to maintain serviceability of aircraft. - Assisting in ground handling job on the aircraft such as towing, refueling, engine ground run, and marshalling.	RM4555.30	

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:  RM2800	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> D </u>
Allowances (Please specify if any) :  Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary:	RM4000	Resignation notice period :	1 MONTH

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

ASSISTED IN THREE (3) 600 HOURS INSPECTIONS OF DAUPHIN AS365N3 HELICOPTERS

Is there any other information (personal or work experience) which is relevant to this application?

(If yes, please specify)

ASSISTED IN THE TROUBLESHOOTING OF DEFECTS RELATING TO AVIONICS SYSTEMS OF DAUPHIN AS365N3 HELICOPTERS

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 : ZAMRI ROSDAN

Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

Tel No. : +60123011178

Relationship : MAINTENANCE MANAGER

Name : HAFIZAN JAHAFFAR

Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

Tel No. : +60126737183

Relationship : MAINTENANCE INSPECTOR

**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 : 27/06/2022

# ASHRAF ABD RAZAK

## BACHELOR OF AIRCRAFT ENGINEERING TECHNOLOGY (HONS) IN AVIONICS

6 Jalan Camar 4/12, Seksyen 4  
Kota Damansara 47810 Selangor | +60176186856 | ashraf.razak95@gmail.com

### PROFILE SUMMARY

I am Ashraf Bin ABD Razak, aviation electronics maintenance personnel with 3 years experience. I'm well versed in planning and handling day to day line maintenance and base maintenance operations.

### PROFESSIONAL SKILL

RAMCO Aviation system

Airbus Orion Maintenance Manual

### TECHNICAL SKILL

Microsoft Office

Arduino

C++

R Programming

### EDUCATION

#### Bachelor of Aircraft Engineering Technology (HONS) in Avionics

2017 - 2020

UniKL Malaysian Institute of Aviation Technology, Sepang

CGPA : 3.38 IELTS : Band 7.5

#### Diploma of Aircraft Engineering Technology in Avionics

2013 - 2016

UniKL Malaysian Institute of Aviation Technology, Sepang

CGPA : 3.83

#### Sijil Pelajaran Malaysia

2011 - 2012

SM Teknik Kuala Lumpur

9 A 1 B

### WORK EXPERIENCE

#### Maintenance Personnel (Avionics)

May, 2020 - Present

#### BHIC Aero Services Sdn. Bhd. , Selangor

- Test and troubleshoot instruments, components, and assemblies, using circuit testers, voltmeters, or special tools.
- Set up and operate ground support and test equipment to perform functional flight tests of electrical and electronic systems.
- Assisted in three 600 hours inspections of AS365N3 (Dauphin) helicopters.

#### Maintenance Intern ( Avionics)

July, 2019 - December,2019

#### BHIC Aero Services Sdn. Bhd. , Selangor

- Certified Non-Trade Personnel (NTP) of AS365N3 helicopters.
- Participated in line and base maintenance of AS365N3 (Dauphin) helicopters.
- Participated in base maintenance of EC725AP helicopters.

### REFERENCES

#### Zamri Rosdan

Maintenance Manager

BHIC Aero Services Sdn. Bhd.

+60123011178

#### Hafizan Jahaffar

Maintenance Inspector

BHIC Aero Services Sdn. Bhd.

+60126737183

**BHIC AEROSERVICES SDN BHD**

Payslip for the month of June 2022 Period 01 Jun 2022 - 30 Jun 2022

**Employee Information**

Employee Code	BHICAS090	Employee Name	Ashraf Bin Abd Razak	Date of Joining	
Position	Technician	Bank A/C No	200981187703	Department	
Employee Tax No		Employee EPF No.	23206960		

Earnings/Allowance	Units	Amount (Malaysian Ringgit)	Deductions	Units
Basic Salary	0	2,800.00	EPF Employee Contr.	0
Shift Allowance	0	200.00	Monthly Tax Deduction	0
Overtime X 1	0	653.85	Kelab Sukan BOUSTEAD	0
Overtime Normal W/D	0	829.33	SOCSSO Employee Contr.	0
Overtime X 3.0	0	72.12	EIS Employee Contr.	0
Gross Earnings		4,555.30	Gross Deductions	

<b>Net Pay</b>	
Four thousand Sixty Five Malaysian Ringgit and Thirty Five sen only.	

<b>Employer Contributions</b>		<b>Other Info.</b>	
Employer EPF	Monthly 390.00	Annual Leave Balance Units	
Employer SOCSSO Dededuction	69.05	Mode of Payment	
EIS Employer	7.90	Bank Name	
		Paid Days	

YTD	
2,119.00	
370.80	
42.40	