

AINAA LILYANA BINTI ABDUL RAHIM

PERSONAL INFORMATION

CURRENT ADDRESS : A-10-06, Pacific Place Ara Damansara,
Jalan PJU 1A/4A,
47301 Petaling Jaya,
Selangor.

CONTACT NUMBER : +60139101479

E-MAIL : ainaalilyanaabdulrahim@gmail.com

SEX : Female

NATIONALITY : Malaysian

I/C NUMBER : 970613-03-6128



WORK EXPERIENCE(S)

Independent Monitoring Executive at Mycopter Aviation Services Sdn. Bhd.

(Feb 2022 – Present)

- Responsible as Independent Monitoring Executive (IME) for quality monitoring of Design Organisation Approval (DOA) Part 21.
- Ensure the DOA operates in compliance with CAD 8401, and its associated CAGM requirements especially in Design Assurance System (DAS).
- Assist HIMO to ensure efficiency of Design Assurance System (DAS).
- Conduct the audit to design organization based on the management scope and annual audit plan.
- Issue Non-Compliance Report (NCR) and ensure effective implementation of the corrective action within DOA.
- Participate in Management Review Meeting and Design Review Meeting.
- Participate in CAAM DOA Renewal audit.

Quality Assurance Executive at Mycopter Aviation Services Sdn. Bhd.

(Feb 2022 – Present)

- Assist on quality system for Mass and Balance Program (MBP) by conducting external audit for weighing facility, weighing equipment, weighing procedures, and weighing activities.
- Conduct the audit and evaluation for maintenance providers, vendors, and sub-contractors.
- Assist on internal audit for CAMO compliance with CAD 6801, CAD 6802, CAD 6805, and its associated CAGM.
- Prepare minutes of meeting for Management Review and Quality Review.
- Ensure safety risk assessment implemented within design process.

Safety Controller at Mycopter Aviation Services Sdn. Bhd.

(Feb 2022 – Present)

- Conduct monthly safety meeting.
- Conduct quarterly Safety Committee meeting.
- Control and update organisation's hazard log and Safety Performance Index (SPI).
- Calculate and prepare Safety Risk Management (SRM) for high priority hazard.
- Assist SMS Manager to improve company's Safety Management System (SMS).
- Conduct MYCAS Safety Week 2022.

Technical Sales & Marketing Engineer at Aerodyn Services Sdn. Bhd.
(May 2021 – January 2022)

Work Description:

- Create new sales and marketing strategies.
- Schedule and go for site visit to customer's plants/factories.
- Arranging schedule for service and maintenance.
- Supervising service and maintenance job for compressor/dryer etc.
- Identifying and solving customers' problems.
- Preparing quotation according to customers' needs.

Technical Sales Engineer at CUTZ Technologies Sdn. Bhd.
(December 2019 – April 2021)

Work Description:

- Create new sales and marketing strategies that target B2B customers and positions the products as the best solutions for prospective clients.
- Manage customer relations by soliciting and logging client feedback and evaluating the data received through digital channels.
- Identify customers' problems or requirements and solve them.
- Identify areas on how to improve customers' satisfaction.
- Manage the company Administration, Human Resource, and Finance division.
- Issue PO (purchase order) to suppliers & follow up to ensure the packaging materials deliver on time.
- Issue invoice and DO (delivery order) to customers and follow up the customer feedback.

Internship at Weststar Aviation Services Sdn. Bhd.
(July 2018 – September 2018)

Department: CAMO

Work Description:

- Assist Technical Service Engineer (TSE)
- Attend training classes.
- Reading through and understand the Airworthiness Notices (AN).
- Learn how to review Airworthiness Notices (AN) and Approved Maintenance Program (AMP).
- Prepare minutes of meeting (MoM).
- Prepare flight test schedule.
- Completing the data of the Airworthiness Review Report (ARR).

Final Year Project (October 2018 – June 2019)

Title: Design and Development of a Thermal Imaging Tool for Composite Damage Detection

Work Description:

- Assemble and integrate the thermal imaging tool (thermal camera) where all the components used for it to be able to conduct passive, pulse and lock-in thermography are identified.
- Conduct passive, pulse, and lock-in thermography by using the components identified on a damage-induced composite/bio-composites to show the workability and performance of the tool.

KNOWLEDGE / SKILLS

1. Lead Auditor Integrated Management System (IMS) ISO 9001, ISO 14001, and ISO 45001 (Exemplar Global Certified)
2. Understanding of Part 21 Design Organisation Approval (DOA) compliance and Design Assurance System (DAS)
3. Understanding of CAD and CAAM and its implementation within Part 21, Part M CAMO, and Safety Management System (SMS)
4. Software
 - Experienced in using CATIA V5 (CAD software).
 - Skilled in MATLAB programming, Microsoft Office, Microsoft Excel.
5. Language
 - English – Fluent in speaking and good in writing
 - Malaysian University English Test (MUET): Band 4
 - Bahasa Malaysia – Native

EDUCATION / QUALIFICATIONS

2015-2019	UNIVERSITI PUTRA MALAYSIA Bachelor of Engineering (Hons.) Aerospace Engineering CGPA: 3.210
2014-2015	CENTRE OF FOUNDATION STUDIES, UPM Foundation in Science (Agriculture) CGPA: 3.654
2010-2014	SEKOLAH MENENGAH KEBANGSAAN DATO' AHMAD MAHER Malaysia Education Certificate (SPM) Result: 9A

PARTICIPATION

1. Participated in Reserved Officer Training Unit (ROTU) UPM.
2. Participate in Aeros Global Mobility Programme 2017 to United Kingdom
3. Secretary of Aerospace Engineering Society (AEROS) 2016/2017.
4. Student Members of Aerospace Engineering Society (AEROS).
5. Student Members of Institution of Mechanical Engineers (IMEchE).
6. Presenter for Final Year Project Exhibition.
7. Facilitator for UAV Smart School 2017 Programme.
8. Facilitator for 'Bijak Matematik' Programme at SMK Taman Maluri. KL.
9. Manager for Festival Filem Pendek UPM 2017.
10. Participated in Aerospace Educational Trip to Singapore.

TRAINING

1. LEAD AUDITOR INTEGRATED MANAGEMENT SYSTEMS (IMS) ISO 9001, ISO 14001 & ISO 45001 (EXEMPLAR GLOBAL CERTIFIED)

Date : 22nd to 27th August 2022
Organiser : SIRIM QMS

2. Aviation Legislation

Date : 14th to 15th February 2022
Organiser : Elite OPA Sdn Bhd

3. Safety Management System (SMS)

Date : 17th to 18th February 2022
Organiser : Elite OPA Sdn Bhd

4. Human Factors - Initial

Date : 22nd February 2022
Organiser : Elite OPA Sdn Bhd

5. CAAM Part M - Continuing Airworthiness

Date : 16th to 18th May 2022
Organiser : Elite OPA Sdn Bhd

6. Aircraft Loading Schedule

Date : 25th May 2022
Organiser : Elite OPA Sdn Bhd

7. Basic First Aid and Cardiopulmonary Resuscitation (CPR) Training

Date : 30th – 31st May 2022
Organiser : Malaysian Red Crescent Society

8. Fuel Tank Safety Training - Phase 1

Date : 27th to 28th July 2022
Organiser : Elite OPA Sdn Bhd

9. Quality Management System

Date : 1st August 2022
Organiser : Mycopter Aviation Services Sdn Bhd

10. Mass and Balance Program Procedure

Date : 2nd August 2022
Organiser : Elite OPA Sdn Bhd

11. Electrical Wiring Interconnection System - Initial

Date : 16th to 17th August 2022
Organiser : Elite OPA Sdn Bhd

12. Fire Safety Awareness

Date : 5th October 2022
Organiser : Airport Fire & Rescue Service (AFRS)

13. SMS Hazard Identification, Risk Mitigation, and Safety Performance Indicator Workshop

Date : 12th to 14th October 2022

Organiser : Helistar Resources Sdn Bhd

14. Part 21 Design Organisation Approval

Date : 20th October 2022

Organiser : Elite OPA Sdn Bhd

REFEREES

The following people could be referred to provide any additional information regarding my qualifications and characters:

SYAFIQ KAMIL

Head of Independent Monitoring Office (HIMO) (MYCAS) – 2020-2022

Quality Manager (CAMO)(MYCAS) – 2020-2022

SMS Manager (MYCAS) – 2020-2022

Mobile: (+60) 13-200 2587

Email: syafiqkamil26@gmail.com

SALMAN ABU ZARIM

Quality Manager (CAMO)

Mycopter Aviation Services Sdn Bhd

Tel: (+60) 19-307 8557

E-mail: salman@mycopteraviation.com.my

SYED ANSAR MOHAMED KALIK

Head of Design Organisation (HoDO)/ CAMO Manager

Mycopter Aviation Services Sdn Bhd

Tel: (+60) 13-435 0644

E-mail: syed.ansar@mycopteraviation.com.my

QA EXECUTIVE

For Office Use : HRIS

Interview
Date:

Panel Interview :

Checked :
Date &
Initial



Please Affix a
Recent Passport Size
Photograph

**EMPLOYMENT APPLICATION
FORM**

PERSONAL PARTICULARS

Name as per : AINAA LILYANA ABDUL RAHIM
NRIC

Preferred Name : AINAA

Gender : Male [] Female [✓]

Old I/C No. :

New I/C No. : 970619036128

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 19 JUNE 1997

Place of Birth : HUSM, KB

Age : 26

Marital Status :

Permanent Address (house)
LOT 563, TAMAN NUSAJAZA,
JALAN PADANG TO'LA,
17000 PASIR MAS, KELANTAN

Correspondence Address (mailing)
Effective Until : _____
A-10-06, PACIFIC PLACE ARA DAMANSARA,
JALAN PJU 1A/4A, 47301 PETALING JAYA,
SELANGOR

Tel No. : (House)
(Mobile) 013 - 910 1479

Tel. No. : (House)
(Office)

Fax No. :

E-mail : ainaalilyanaabdulrahim@gmail.com

FAMILY PARTICULARS

i) Name of Spouse : MOHAMAD FARHAN HANI HALIM
(if applicable)
Occupation : VIDEOGRAPHER
Name of Employer : PARACHUTE PRODUCTION SDN BHD
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.

N/A

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	01/2010	12/2014	PMR/PT3 Grade : 8A Aggregate : SPM Grade : 9A Aggregate :
A-Level/STPM/Matriculation(s)	12/2014	08/2015	Result(s) : 3.654
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	09/2015	07/2019	Major : Aerospace Engineering (Hons.) Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Refer to CV attached			

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)		• Are you familiar in operating a computer? <input checked="" type="checkbox"/> Yes / No
Bahasa Melayu	* Written	• List of PC Software that you are familiar with _____
English : <u>Good</u>	✓	
Others : _____	✓	
		OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	Refer to CV attached
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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			
Refer to CV attached						

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 3,000.00	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) : <u>B2, D</u>
Allowances (Please specify if any) : 500.00	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:		Resignation notice period : 2 months	

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)

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 / NONSCEMPLOYEE)

Name : Refer to CV attached

Address : _____

: _____

: _____

Tel No. : _____

Relationship : _____

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 : 09/05/2023

INTERVIEW APPRAISAL FORM



Name: Aina Lityana Abdul Rahim Position: QA Date: 10/5/2023

Interviewer's name: Muhammad Izzuddin B. Ibrahim Designation: QA Dept: 10/5/2023

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>
TOTAL					

Recommendations for employment : YES / NO / KIV

Comments : Recommend for hiring

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

Reporting to : QA Department : QA Section : QA

Commencing date : _____ Probation : _____ Others : _____

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

Interview process covered both quality and sms matters. However, she seemed more proficient in safety / sms subjects. Recommended for hiring in safety.

[Signature]
 OTHMAN AHMAD
 Quality Assurance Manager
 Galaxy Aerospace (M) Sdn. Bhd
 (1040262-D)

INTERVIEW APPRAISAL FORM

Name AINAA LILYANA Position QAI Date 10/5/2023

Interviewer's name NOORSUHADA BT LATEF Designation QAI Dept QA

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>
TOTAL					

Recommendations for employment :

YES / NO / KIV

Comments : Recommended to be as QAE or Safety Executive.

Signature of Interviewer : Shuhil Basic salary : _____ Allowances : _____

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

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

Recommended for hiring in Safety.

M. BIN M. M. M.
 Quality Assurance Manager
 Galaxy Aerospace (M) Sdn. Bhd
 (1040262-D)

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: AINAA LILYANA ABDUL RAHIM QA EXECUTIVE Position: QA EXECUTIVE Date: 10/5/2023

Interviewer's name: ANWAR UPMARU Designation: HR Dept: HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
	1	2	3	4	5	4
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	6
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	5
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	4
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	4
	1	2	3	4	5	
MOTIVATION & AMBITION	No motivation and ambition	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	Ambitious, high aims, planned aims, of success	4
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	5
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	4
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
	1	2	3	4	5	
TOTAL						38

Recommendations for employment: (2) YES / NO / KIV

Comments: 2 months notice

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

Reporting to: _____ Department: _____ Section: _____

Commencing date: _____ Probation: _____ Others: _____

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

2 months