

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: UURUL AMIRA CHE AZIZAN Position: PRODUCTION PLANNER Date: 3/2/2023

Interviewer's name: JASMALAM JAMALUDIN Designation: E. C Dept: ENGINEERING

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	4
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	4
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced. suits job very well 5	4
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	4
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	4
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	4
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	3
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
TOTAL						39

Recommendations for employment : (YES) / NO / KIV

Comments : PROTEGE HANDLE AIRCRAFT JTR (GA OPERATION), HAS CAPABILITY TO DO DRAWING, PROTEGE HAS SHOW GOOD RESULT DURING POTEGE PERIOD.

Signature of Interviewer :  Basic salary : RM 2500.00 Allowances :

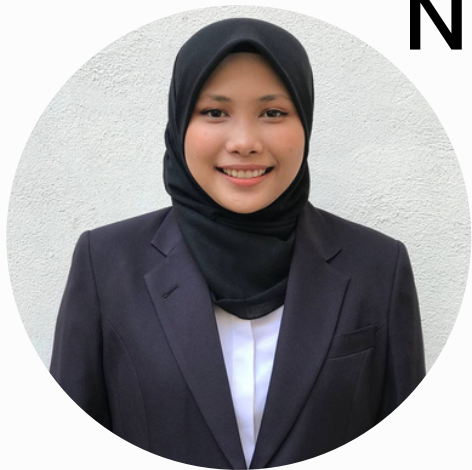
Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

NURUL AMIRA CHE AZIZAN

PRODUCTION PLANNER & CONTROL



+6011-37448287



AMIRA123378@GMAIL.COM



LINKEDIN.COM/IN/NURUL-AMIRA-CHE-AZIZAN



GAMBANG, KUANTAN

EDUCATION

Bachelor of Mechanical Engineering

Universiti Teknologi MARA (UiTM), Shah Alam
2019 - 2022 | GPA: 3.55

Diploma of Mechanical Engineering

Universiti Teknologi MARA (UiTM), Pasir Gudang
2015 - 2018 | GPA: 3.27

Sijil Pelajaran Malaysia, Technical Drawing

Sekolah Menengah Kebangsaan Labuan
Gred: 3A

SKILLS

- Strong Work Ethics
- Team Player
- Flexible
- Problem Solving
- Active Learning
- Leadership Skills

SOFTWARE

- Microsoft Office
- CATIA
- SOLIDWORK
- ANSYS

PROFILE

Graduated with a degree in Mechanical Engineering seeking for any related in mechanical field/position. Highly motivated to work in a team, eager to learn, can work in a fast-paced environment and effectively communicate with other people.

EXPERIENCES AND INVOLVEMENT ACTIVITIES IN UNIVERSITY

Mechanical Engineering Student Society (MESS)

Protocol Bureau | 2015/2016

Event handled:

- Green Card Talk
- Dean's Awards
- Design Competition
- Occupational Safety and Health Act Talk
- Dean's Talk
- Mechanical Engineering Design Day
- F1 Gravity Car Competition

Community Services (CSR)

2021

ACHIEVEMENT

- Innovation & Invention Challenge College Engineering (IICCE 2022) - Gold Award

LANGUAGE

- Malay
- English

EXPERIENCE

Production Planner & Control | Protégé Galaxy Aerospace (M) Sdn Bhd April 2022 - Present

- Currently work as Planner under Production Planner and Control Department for Maintenance Repair Overhaul (MRO) for rotorcraft or rotary-wing aircraft.
- AW139 (9M-SAAS & 9M-YTL), R66 (9M-BGG), R44 (9M-RNT)
- Responsible for covering work package assessment, maintenance task databank review, tasks scheduling, and control of technical documentation, monitor the forecast and preparation for the required materials and tools to carry out the planned aircraft maintenance schedule.
- Update technical publication for aircrafts under Directorate General Technical Airworthiness (DGTA) and Civil Aviation Authority of Malaysia (CAAM).

Safety & Facility Department | Internship BHIC AeroServices SDN BHD August 2021 - October 2021

- Performed internship at BHIC Aero Services Sdn Bhd at Subang under safety and facility department.
- Monitoring: Monitor all activities carried out properly by the right people and in time.
- Safety: Ensure all staff follow the proper working procedure by following the rules, regulations, and policies to ensure safe working environment.
- Facility: Upkeep of an organization's buildings, ensuring that they meet legal requirements, health and safety standards.

REFERENCES

MOHD ASHRI HARON

INTERNSHIP SUPERVISOR

Email: mohd.ashri@bhic.com.my
Tel : 019-7060680

ALHASSAN SALAMI TIJANI (DR-ING)

FINAL YEAR PROJECT SUPERVISOR

Email: alhassan@uitm.edu.my
Tel : 03-5543 5177 / 017-3499193

NOR KATRINA KAMARUDDIN

PRODUCTION PLANNER CONTROL
SUPERVISOR

Email: norkatrina@galaxyaerospace.my
Tel : 013-2676284

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
Initial**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per : NURUL AMIRA BINTI CHE AZIZAN
NRIC

Preferred Name : AMIRA

Gender : Male [] Female [/]

Old I/C No. : 970105-06-5466

New I/C No. :

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 05 JANUARY 1997

Place of Birth : KUANTAN, PAHANG

Age : 26

Marital Status : SINGLE

Permanent Address (house)

NO 18, LRG GAMBANG JAYA 1/14,
PERUMAHAN MAKMUR GAMBANG JAYA 1,
26300 GAMBANG PAHANG

Correspondence Address (mailing)

Effective Until : _____

NO 18, LRG GAMBANG JAYA 1/14,
PERUMAHAN MAKMUR GAMBANG JAYA 1,
26300 GAMBANG PAHANGTel : (House)
No.

(Mobile) 011-37448287

Tel. No. : (House)

(Office)

Fax No. :

E-mail : amiraazizan.galaxy@gmail.com

FAMILY PARTICULARSi) 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)	2010	2014	PMR/PT3 Grade : 3A Aggregate : SPM Grade : 3A Aggregate :
A-Level/STPM/Matriculation(s)	-	-	Result(s) :
Certificate(s)	-	-	Major : Grade :
Diploma Course(s)	2015	2018	Major : DIPLOMA IN MECHANICAL ENGINEERING CGPA/Grade : 3.27
Degree Course(s)	2019	2022	Major : DEGREE IN MECHANICAL ENGINEERING Minor : - CGPA/Class : 3.55 / CLASS 1
Post Graduate Course(s)	-	-	Area of study : CGPA/Class :
Professional Qualification(s)	-	-	Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
AERONET FOR PPC	GALAXY AEROSPACE (M) SDN BHD	14 SEPTEMBER 2022	SIERRA - GAM HQ
AIR LEGISLATION	GALAXY AEROSPACE (M) SDN BHD	19 SEPTEMBER 2022	SIERRA - GAM HQ
EPM FOR PPC	GALAXY AEROSPACE (M) SDN BHD	29 SEPTEMBER 2022	SIERRA - GAM HQ
HUMAN FACTOR - INITIAL	GALAXY AEROSPACE (M) SDN BHD	22 NOVEMBER 2022	SIERRA - GAM HQ
MOE	GALAXY AEROSPACE (M) SDN BHD	24 NOVEMBER 2022	SIERRA - GAM HQ
SAFETY MANAGEMENT SYSTEM	GALAXY AEROSPACE (M) SDN BHD	26-27 JANUARY 2023	SIERRA - GAM HQ

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

Yes

• List of PC Software that you are familiar with

MICROSOFT 365, IETP, ETP, ORION, CATIA, ANSYS

Bahasa Melayu

* Written

* Spoken

English : GOOD

GOOD

GOOD

Others : _____

OTHER SKILLS (Please Specify)

INTERPERSONAL SKILLS, LEADERSHIP SKILLS, TEAMWORK SKILL, STRONG WORK ETHIC, ABILITY TO HANDLE BIG EVENT

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement

- INNOVATION & INVENTION CHALLENGE COLLEGE ENGINEERING (IICCEE 2022) GOLD AWARD
- EMCEE FOR LAWATAN PANGLIMA TUDM AT GALAXY AEROSPACE (M) SDN BHD
- EMCEE FOR BREAKING FAST CEREMONY AT GALAXY AEROSPACE (M) SDN BHD
- MECHANICAL ENGINEERING STUDENT SOCIETY (MESS)

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			
GALAXY AEROSPACE (M) SDN BHD - PROTEGE PART 145 PLANNER	04/22	04/23	1	<ul style="list-style-type: none"> Currently work as Planner under Production Planner and Control Department for Maintenance Repair Overhaul (MRO) for rotor-craft or rotary-wing aircraft. AW139 (9M-SAAS & 9M-YTL), R66 (9M-BGG), R44 (9M-RNT, 9M-DAK) Responsible for covering work package assessment, maintenance task data bank review, tasks scheduling, and control of technical documentation, monitor the forecast and preparation for the required materials and tools to carry out the planned aircraft maintenance schedule. Update technical publication for aircrafts under Directorate General Technical Airworthiness (DGTA) and Civil Aviation Authority of Malaysia (CAAM). 	RM 2000.00	
BHIC AERO SERVICES SDN BHD	08/21	11/21	4 MONTH	<ul style="list-style-type: none"> Performed internship at BHIC Aero Services Sdn Bhd at Subang under safety and facility department. 	RM 500.00	End of internship session

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: <u>RM 2,000.00</u>	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>CAR</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2,D</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: <u>RM 2,600.00</u>		Resignation notice period :	

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

ABLE TO HANDLE COMPLICATED BASE MAINTENANCE FOR 9M-YTL DOWN FOR 1 YEAR INSPECTION UNDER SCHEDULE MAINTENANCE INSPECTION (SMI)

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

YES. I CAN PRACTICE GOOD COMMUNICATION SKILLS WITH CLIENT

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

YES. PROTEGE FOR AMO PLANNER ON 14 MARCH 2022

PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : NOR ADIRA BINTI MUSTAPHA

Address : HOSPITAL BESAR BALING

: BALING, 09100 KEDAH

: _____

Tel No. : 011-31203779

Relationship : AUNTY

Name : DR -ING ALHASSAN SALAMI TIJANI

Address : UNIVERSITI TEKNOLOGI MARA

: CAWANGAN SHAH ALAM


: _____

Tel No. : 017-3499193

Relationship : FINAL YEAR PROJECT SUPERVISOR

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 : 02 FEBRUARY 2023