

INTERVIEW APPRAISAL FORM



Name : NAOHIMAH KIPAH AFFANDI Position : Storeman Date : 22/2/2022

Interviewer's name : MOHD SUMAILI Designation : Logistic Controller Dept : Store

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	3
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	3
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	3
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	5
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						37

Recommendations for employment :

YES / NO / KIV

Comments :

Candidate suitable with SKRM/Document Control. replied.

Signature of Interviewer : Cik Nurafiqah Basic salary : RM1800 Allowances : 100

Reporting to : Logistic & purchasing controller Department : Store Section : Store

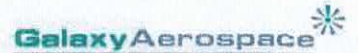
Commencing date : 2/2/2022 Probation : 3 months Others :

Verified by HRD : Approved by : Date :

Note: Accepted.

MOHD SUMAILI BIN SULAIMAN
Logistic & Procurement Controller
Galaxy Aerospace (M) Sdn. Bhd.
(1040262-D)

INTERVIEW APPRAISAL FORM



Name: NADHRAH AFIPAH AFFANDI Position: _____ Date: 22/2/2022

Interviewer's name: ANUAR LAHMAN Designation: TRAINING 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>
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>
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TOTAL					38

Recommendations for employment :

(YES) / NO / KIV

Comments : Currently she attached with SMEA doing Store Man handling - Accepted.

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

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

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

NADHIRAH AFIFAH AFFANDI

nadhirahafifah99@gmail.com

+601123583424

21 FEBRUARY 2022

Dear Sir/Madam Hiring Manager,

My name is Nadhirah Afifah and I am writing to express my interest for the position of store officer in your esteemed company.

Having recently obtained my Diploma in Aircraft Maintenance Engineering from Politeknik Banting Selangor, I wish to bring my knowledge, skills and commitment to excellence to your company's innovative environment.

With my internship working experience previously, the role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. In addition, I have completed my internship previously, at Galaxy Aerospace, working with AW139 type of helicopter and pratt and whitney PT6C-67C type of engine.

Currently I'm working at SME Aerospace Sdn Bhd as a Storeman 1 from May 2021. I have worked in warehouse environment for 10 months and obtained basic knowledge of kitting item to assembly and delivery based on job order given by week, following stock control instruction and procedure using erp system, and handling delivery task for boeing project.

Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team as well as cross-team..

I can be reached anytime via email nadhirahafifah99@gmail.com or by cell phone, 01123583424. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,
NADHIRAH AFIFAH

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 : NADHIRAH APITAH BT AFFANDI
NRIC

Preferred Name : NADHIRAH

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 990311 05 5240

Nationality : MALAYSIA

Passport No. :

Date of Birth : 11/2/1999

Place of Birth : SEREMBAN, NEGERI SEMBILAN.

Age : 23

Marital Status : SINGLE

Permanent Address (house)

NO. 59, JALAN DAHLIA 6, TAMAN DAHLIA,
BATANG BENAR, 71700 MANTIN,
NEGERI SEMBILAN.

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) 011-23583424

(Office)

Fax No. :

E-mail :

nadhirahapifah99@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.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SMKA SHEIKH HAJI MOHD SAID, SEREMBAN	JAN 2012	DEC 2016	PMR/PT3 Grade : 7A 2B Aggregate : SPM Grade : 1A 5B 4D Aggregate : 1E
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) AIRCRAFT MAINTENANCE ENGINEERING POLITEKNIK BANTING SELANGOR	JUN 2017	JUN 2020	Major : DIPLOMA AIRCRAFT MAINTENANCE ENGINEERING CGPA/Grade : 3.39
Degree Course(s)			Major : 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

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

Bahasa Melayu
English : _____
Others : _____

* Written	* Spoken
EXCELLENT	EXCELLENT
EXCELLENT	EXCELLENT /

- Are you familiar in operating a computer?
Yes*/No
- List of PC Software that you are familiar with
MICROSOFT OFFICE , AUTOCAD /

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			
GALAXY AEROSPACE AIRCRAFT TECHNICIAN (INTERN) TECHNICAL RECORD ASSISTANT (INTERN)	JAN 2020 DEC 2019	JAN 2021	1 YEAR	ASSIST TECHNICIAN AND ENGINEER ON SCHEDULED AND UNSCHEDULED MAINTENANCE. ASSIST TECH RECORD STAFF MANAGE AND MAINTAIN AIRCRAFT, COMPONENT AND ENGINE RECORDS IN THE SYSTEM.	-	END OF INTERN INTERNSHIP ✓
SME AEROSPACE STOREMAN 1	MAY 2020 2021	FEB 2022	10 MONTHS	KITTING ITEM BASED ON JOB ORDER GIVEN BY WEEK TO SUPPORT ASSEMBLY. FOLLOW STOCK CONTROL INSTRUCTIONS AND PROCEDURE. HANDLING DELIVERY TASK FOR BOEING PROJECT.	RM1400	WANT TO WORK WITH LIVE AIRCRAFT'S COMPANY. ✓

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM1400	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) : _____
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): PANEL CLINIC (MEDICAL HEALTHCARE PLAN)			
Expected monthly salary: RM2,100 ↓ 4800		Resignation notice period : -	

1/3/2022.



NADHIRAH AFIFAH AFFANDI

AN INDEPENDENT AND HIGHLY SELF-MOTIVATED GRADUATE WITH A PROVEN TECHNICAL SKILLS. 1 YEAR OF WORKING EXPERIENCE IN AVIATION FIELD FROM 2020 UNTIL CURRENT. LOOKING FOR A NEW EXPERIENCE IN ANY FIELDS IN ORDER TO GAIN MORE EXPERIENCE IN GAIN SELF-DEVELOPMENT, SKILLS, KNOWLEDGE AND CONFIDENCE.

✉ nadhirahafifah99@gmail.com

☎ 01123583424

📍 SHAH ALAM, SELANGOR

EDUCATION

DIPLOMA AIRCRAFT MAINTENANCE ENGINEERING

POLITEKNIK BANTING SELANGOR

06/2017 - 04/2020

BANTING, SELANGOR

WORK EXPERIENCE

STOREMAN 1

SME AEROSPACE SDN BHD

05/2021 - Present

Achievements/Tasks

- CAPABILITY IN KITTING ITEM BASED ON LINE OF BALANCE OF THE WEEK.
- PROFICIENT IN FOLLOWING STOCK CONTROL INSTRUCTIONS, CHECK IN AND OUT JOB ORDER USING ERP SYSTEM.
- CURRENTLY HANDLING BOEING PROJECT, KITTING FOR ASSEMBLY AND DELIVERY.

Contact: 012-7255508 -

MR MAHAD BIN ALUS (EXECUTIVE MANAGER SME AEROSPACE WAREHOUSE)

AIRCRAFT TECHNICIAN (INTERN) GALAXY AEROSPACE (M) SDN BHD

01/2020 - 01/2021

Achievements/Tasks

- CAPABILITY DO DAILY INSPECTION FOR PRE/POST FLIGHT.
- CAPABILITY IN MARSHALLING DURING AIRBORNE AND RECEIVING AIRCRAFT.
- PARTICIPATE IN REFUELLING AIRCRAFT.
- PARTICIPATE IN TURBINE AND COMPRESSOR WASH.
- ASSISTED ENGINEERS AND TECHNICIANS IN SCHEDULED AND UNSCHEDULED MAINTENANCE.

Contact: MR. SHUHAIMI BIN SHAHRUM (SENIOR MAINTENANCE MANAGER MARITIME BASE)
- 012-3702410

TECHNICAL RECORD ASSISTANT (INTERN) GALAXY AEROSPACE (M) SDN BHD

12/2019 - 01/2020

Achievements/Tasks

- CAPABILITY TO MANAGE AND MAINTAIN UPDATE RECORD FOR STORAGE OF AIRCRAFT MAINTENANCE RECORD.
- CARRY OUT UPDATING OF AIRCRAFT, COMPONENT AND ENGINE RECORDS IN THE SYSTEM AND HARDCOPY RECORDS.
- MAINTAIN AND MANAGE FILING SYSTEM FOR ALL PAPERWORK AND AIRCRAFT RECORDS.
- UPDATING ROTOR FLIGHT MANUAL (RFM).

Contact: MR. SHUHAIMI BIN SHAHRUM (SENIOR MAINTENANCE MANAGER MARITIME BASE)
- 012-3702410

SKILLS

TEAMWORK

SELF MOTIVATION

ABILITY TO WORK UNDER PRESSURE

ADAPTABILITY

SOFTWARE PROFICIENCY; MICROSOFT OFFICE

ABILITY TO READ AND INTERPRET MAINTENANCE MANUAL; AW139 IETP

KNOWLEDGEABLE TO DO MAINTENANCE AND INSPECTION BASED ON MAINTENANCE MANUAL

3D SOFTWARE TOOLS (AUTOCAD)

ABLE TO GRASP NEW CONCEPTS QUICKLY

PROFICIENCY IN USING BASIC TOOLS AND EQUIPMENTS

PERSONAL PROJECTS

MULTIPURPOSE AUTONOMOUS VERTICAL TAKE OFF LANDING (VTOL) PLANE (12/2018 - 11/2019)

- Doing research and development in a group of 4 for the social benefits.
- To ease some emergency work such as ambulance and delivery service.
- Final Year Project in POLITEKNIK BANTING SELANGOR.
- Contact : Ts IBRAHIM BIN BURHAN (017-4368927) Head of Aircraft Maintenance department (POLITEKNIK BANTING SELANGOR).

ORGANIZATIONS

SME AEROSPACE SDN BHD (05/2021 - Present)

STOREMAN 1

GALAXY AEROSPACE (M) SDN BHD (12/2019 - 01/2021)

AIRCRAFT TECHNICIAN INTERN & TECHNICAL RECORD ASSISTANT

CERTIFICATES

CERTIFICATE ON JOB TRAINING (10/2021)

GALAXY AEROSPACE (M) SDN BHD

DIPLOMA ACADEMIC TRANSCRIPT (06/2020)

PARTICIPATION IN BASIC AVIATION TECHNICAL ENGLISH FOR MAINTENANCE (08/2017)

IN COLLABORATION WITH DVIATION

LANGUAGES

BAHASA MALAYSIA

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency

JAPANESE

Limited Working Proficiency