

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :  
Date &  
Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : <b>MARIESSA BINTI MOHD ZAHARIN</b>		Gender : Male [ ] Female [ <input checked="" type="checkbox"/> ]
Preferred Name : <b>MARIESSA</b>	Old I/C No. :	New I/C No. : <b>970731-10-6456</b>
Nationality : <b>MALAYSIA</b>	Date of Birth : <b>31/07/1997</b>	Passport No. :
Age : <b>25</b>	Place of Birth : <b>KAMPUNG DAMAI, SELANGOR</b>	Marital Status : <b>SINGLE</b>
Permanent Address (house) : <b>B-5-4 GUENGG HEIGHTS CONDOMINIUM, JALAN BUKIT KERAMAT, KG DATO KERAMAT, 54000 WP KUALA LUMPUR</b>	Correspondence Address (mailing) Effective Until : _____	
Tel No. : (House) _____ (Mobile) <b>019-6822094</b>	Tel. No. : (House) _____ (Office) _____	E-mail : <b>MariessaZaharah31@gmail.com</b>
Fax No. :		

### 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) SMK TAMAN TUANKU JAHAFK 2, SEREMBAN	JANUARY 2010	NOVEMBER 2014	PMR/PT3 Grade : 3A, 2B 3 Aggregate : SPM Grade : 4A, 1B, 3 Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) KOLEJ PROFESIONAL MARA, BANDAR PENANGKAP JERUDU	JULY 2015	FEBRUARY 2018	Major : ACCOUNTING CGPA/Grade : 3.35 ✓
Degree Course(s) UNIVERSITI TEKNOLOGI MARA, KAMPUS BANDARAYA MELAKA	SEPTEMBER 2018	AUGUST 2021	Major : FINANCE Minor : CGPA/Class : 3.66 ✓
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**

\* Please indicate (Average, Good, Excellent)

Bahasa Melayu	* Written	* Spoken	COMPUTER LITERACY
	English : _____	EXCELLENT	
Others : _____	EXCELLENT	GOOD	OTHER SKILLS (Please Specify) CHARM NEXUS, ADOBE PHOTOSHOP

**EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)**

Highest Achievements or Current Involvement	RECEIVER OF BRONZE MEDAL IN INFORMATIVE & INNOVATIVE COMPETITION, PARTICIPANT IN PROGRAM TEADUNG BUKSA MURAHSAH, TOP 10 IN ECONOMIC POSTER COMPETITION, MEMBERS OF ENGLISH MOTIVATIONAL CLUB, FACILITATOR IN MHI PROGRAMS
---	---

**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 (PROTECTED AT MINISTRY OF DEFENCE)	NOVEMBER 2021	CURRENT	12 MONTHS	<ul style="list-style-type: none"> <li>- PREPARING TENDER AND CONTRACT DOCUMENTATION</li> <li>- ASSIST IN PROCUREMENT PROCESS AND EPROCURING SYSTEM</li> <li>- MAINTAINING FILING SYSTEM, UPDATE RECORD NEW FILES</li> </ul>	RM 2,000	CONTRACT
JABATAN AUDIT NEGARA, NEGERI SEMBILAN (INTERNSHIP)	MARCH 2021	AUGUST 2021	6 MONTHS	<ul style="list-style-type: none"> <li>- CONDUCT EXTERNAL AUDIT/AUDIT OF FINANCIAL STATEMENT AND AUDIT OF TRUST AND ASSIST IN AUDIT PROCESS BY CHECKING VOUCHERS, SUPPORTING DOC FOR PAYMENT,</li> <li>- REVIEWING CASH BOOK AND GENERAL LEDGER</li> <li>- CHECKED FINANCIAL DOC TO IDENTIFY POSSIBLE MISSTATEMENT</li> </ul>	160	MAIS WASH SHEA } M9
RADZI & CO ACCOUNTING FIRM (INTERNSHIP)	OCTOBER 2019	JANUARY 2018	3 MONTHS	<ul style="list-style-type: none"> <li>- CHECKED FINANCIAL DOC SUCH AS INVOICE, PAYMENT VOUCHERS, EXPENSE, ASSET</li> <li>- BREAK DOWN LISTING / PREPARE BANK RECONCILIATION</li> <li>- TAX COMP</li> <li>- RECORDED FINANCIAL TRANSACTION IN MYOB ACT6 SOFTWARE</li> </ul>		

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 2000	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>D</u>
Allowances (Please specify if any) :	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	Interest rate : _____ %
Other Benefits (If any):		Resignation notice period :	
Expected monthly salary: RM 2,700 (NES)			

What is your greatest achievement in your previous/current career?  
**I MANAGED TO FIND AN ISSUE WHEN CONDUCTING EXTERNAL AUDITS (AUDIT OF FINANCIAL STATEMENT) AT MAINS AND MY ISSUE WAS TAKEN UP TO THE FINAL MEETING WITH DIRECTOR AND AUDITERS**

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.  
**YES , PROTEGE**

**PERSONAL REFERENCES (NON-RELATIVES/ NONSCEMPLOYEE)**

Name : <b>AHMAD ADLIL WAFFI BIN AHMAD ALFAB</b>	Name : <b>MUHD RADZI BIN ABDUL RAHIM</b>
Address : <b>UNIT 3, BAHAGIAN PERUSAHAAN TINGKAT 4, WISMA PETAHANAN, JALAN PADANG TENGAH, 50634 KUALA LUMPUR</b>	Address : <b>WISMA AUDIT JALAN HIRUN 2, ORKLAND COMMERCIAL CENTRE, SEREMBAN 2, 70300, SEREMBAN</b>
Tel No. : <b>013 - 4136011</b>	Tel No. : <b>012 - 6761182</b>
Relationship : <b>SUPERVISOR</b>	Relationship : <b>SUPERVISOR</b>

**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 : 05/09/2022