



ZAINORA BINTI MOHAMAD JUDA

Contact Info

Address : No.45, Jalan SP 6/2,
Taman Sri Pristana 6,
47000 Saujana Utama, Sungai Buloh,
Selangor Darul Ehsan.

Mobile No. :017-2501997 (call & whatsapp)

Personal Particulars

Age : 42 years old
Date of Birth : 15th March 1980
Nationality : Malaysia
Gender : Female
Marital Status : Married
NRIC No. : 800315-10-5882
No. of Child : 4

Educational Background

Primary/Secondary School

Field of Study : Art Commerce
Major : Sijil Pelajaran Malaysia
Institute/University : Sekolah Tengku Ampuan Jema'ah, Pelabuhan Kelang, Selangor
Grade : 3 (Pass)
Graduation Date : Dec 1997

Employment History

**Anaqeen Legacy Sdn Bhd (Anaqeen Boutique) &
I Care Home Nursing Providers Sdn Bhd (Mobile Nursing Company)
(*same management & same Boss)**

Position Title : Customer Service/Sales Assistant/Boutique Assistant/Admin Clerk/HR Clerk
Position Level : Non-Executive
Industry :Distributor & wholesale & Nursing provider
Duration : April 2014 – Dec 2017
Monthly Salary : RM 2,500

Work Description- Anaqeen Boutique

Attend customer call, attend walk in customer , do stock check with monthly basis , handle all orders from website, replying all Whatsapp orders, do filing, preparing orders& do packing / prepare parcel for pick up, call a courier service for parcel track & trace, handling customer complaint, do QC for incoming stock, prepared payment / cheque for suppliers, call or liaise with forwarding company regarding our product shipment ETA, handle all the Resellers / Dropship orders & payment, ensure the Boutique is tidy & clean and make sure the display scarf was arranged neatly , handle petty cash,incharged of cashier when needed, incharged of hotel bookings / accommodation booking for outstation staff / managers by Booking.com, Agoda or Trivago.

Work Description – I Care Home Nursing Providers Sdn Bhd (as a back up staff)

proper filing,
prepare invoice for customers,
assist HR to prepare the staff salary with monthly basis,
assist the HR to calculate the staff overtime hours 1 week before salary,
prepare / fill out the KWSP A form,
prepare / fill out the Perkeso 8A Form with monthly basis,
cooperate with a dispatch / runners to send a documents & bank in cheques,
punch card checking with monthly basis,
call a candidates for an interview session,
arrange cleaner for office cleaning in weekly basis,
answering incoming calls / handle customer complaints/scheduling the assesments session for the interested customer,
follow up with the Registered Nurse /MA regarding the dismissed patient/stop service patient, ensure all the patients file was up to date,ensuring all medical materials have sufficient stock every month such as glove,dressing set, syringe,urgo swaps, alcohol swap&so on,
dealing with transporters to deliver patient beds provided by the company,
give a little briefing to a new staff / Nurse regarding our company rules & regulation & do a little orientation session for them,
prepare a cheques / payment for electricity & water bills for office, boutiques & the hostels, ensuringthe office / boutique / hostels monthly rent is paid every month,
liaise with the suppliers regarding staff uniform orders,
incharged of pantry & stationeries supplies for boutique & office,
preparedall documents / file for the auditors to auditingwith yearly basis,

compiling & do proper filing for toll receipts, Touch n Go receipts & petrol receipts with monthly basis & prepare cash payment together with a payment vouchers for staff monthly claims / managers claims, follow up with customers regarding delay/overdue payment.

Keep record of staff medical leave & annual leaves,

Proper filing for staff annual leave forms,

Incharged for office & boutique maintenance.

Nippon Express (M) SdnBhd

Position Title : Receptionist Cum General Clerk

Position Level : Non-Executive

Industry : Forwarding & Logistics

Duration : April 2011 –March 2014

Monthly Salary : RM 1,610

Work Description:

Attend incoming calls and enquiry,

attend walk in customer or guest,

do filing,

incharged of courier and normal post,

do some clerical works such as preparing Citylink invoice,

stamp control,

liaise with the Technician for a Franking Machine service,

incharged for meter reading of photostate machine,

handling petty cash,

prepared the proforma invoice for overseas parcel by DHL/Fedex,

liaise with supplier for stationery and pantry supplies,

incharged for meeting room booking & set up the meeting room& setting up the Projector when needed,

and also incharged in Corporate Social Responsibilities (**CSR**) task and activity and I am also one of the committee members.

Goba Brothers SdnBhd

Position Title : Export clerk

Position Level : Non-Executive

Industry : Forwarding

Duration : July 2010 – March 2011

Monthly Salary : RM 1,400

Work Description:

Declared customs form (k1 & k2),
Handling other export document such as billing
Handle gate passes,
recording customs KA number,
Do filing & etc

Zuellig Pharma SdnBhd

Position Title : Customer Services Assistant / Tele Ordering
Position Level : Non-Executive
Industry : Distributor of pharmaceutical and healthcare products
Duration : January 2009 – June 2010
Monthly Salary : RM 1,400

Work Description:

Attending calls from clients & Principal.
Receiving client's orders by phone & fax,
monitoring stocks quantity,
product expiry dates and filing,
ensure all incoming calls target achieves more than 50 calls / day,
dealing or checking with warehouse department regarding the running stocks,
attending the Principal briefing about their new products for Customer Service product knowledge.

Home Nursing Providers SdnBhd

Position Title : Admin Clerk
Position Level : Non-Executive
Industry : Medical / Nursing Services
Duration : Sept 2007 – December 2008
Monthly Salary : RM 1,500

Work Description:

Performing Secretarial and Clerical works which include payment preparation,
payroll and accounting / book keeping (ledger book),
stock control,
ordering and liaising with suppliers were also required to be performed as part of the duties.

Adidas (M) SdnBhd

Position Title : Receptionist & Warehouse Clerk
Position Level : Non-Executive
Industry : Sportswear
Duration : Oct 2000 – Aug 2007
Monthly Salary : RM 1,020

Work Description:

As a Receptionist task I have to attend the walk in guests, clients or overseas visitors, receiving incoming calls & overseas call, handling pick up services and ensuring proper in/out documents recording, make a direct overseas call for MD's, compiling and monitoring reports for local and overseas shipment with daily basis report, also supervising office maintenance and cleaning service performed by contractors & cleaners, and as a Warehouse clerks I have to prepare the invoices and prepare the purchase orders, liaise with the transporter for delivery time schedules, liaise with the Sales person / sales team regarding their orders & delivery schedule.

Apart of performing the duties assigned, I was also very active in Futsal (indoor football) representing Adidas Malaysia Team in Adidas World International Cup Tournament 2006 in Hong Kong (3rd place).

Shuhaimi Advance Driving & Riding Academy SdnBhd

Position Title : Clerk
Position Level : Non-Executive
Industry : Motor Sports
Duration : May 1999 – Sept 2000
Monthly Salary : RM 800

Work Description:

Administration Works

- Manual Payroll
- Preparing payment/part of accounts
- Attending phone calls
- Clerical & Secretarial Works
- Involved in outdoor events mainly motor racing events

See Hoy Chan SdnBhd

Position Title : Receptionist cum Clerk
Position Level : Non-Executive
Industry : Developers & Construction
Duration : Jan 1998 – April 1999
Monthly Salary : RM 750

Work Description:

Duties:

- Attending incoming and outgoing calls
- Attending to walk in customers/guest
- Familiar with PABX systems
- Compiling monthly report for company's phone bills.
- Always ensure the Reception area was tidy and clean.
- make adirect calls to overseas for MD's

Languages

(**Proficiency: 0=Poor - 10=Excellent**)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	5	5

Computer Literate :

Basic knowledge – Microsoft Excell, Microsoft Words, Powerpoint& Email

EXPECTED SALARY – RM 2000 -2500

PERSONAL BACKGROUND

I am 42 years old lady born in Klang. I am the youngest among 6 siblings. I am an open minded, outgoingand dependable person. Easy to mix with new environments and new people. I am a fast learner. I love spending my time playing with my kids, watching movies, listening to music, cooking and cleaning .And I love sports such as Netball, Futsal, Bowling and Badminton. I can converse well in both Bahasa Melayu and English.

Miscellaneous

Availability	:Anytime
Willing to Travel	: Heavy (>50%)
Willing to Relocate	: Will Consider
Possess Own Transport	: Yes

Personal Strengths:

Able to relate easily to all kinds of people. Able to work independently as well as a team player. Creative, energetic, positive, impulsive, perfectionist and hardworking. Well organize and self-motivated. Enjoy new experiences and challenges.

References

UPON REQUEST

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial

Galaxy Aerospace 
maintenance . repair . overhaul

Please Affix a
Recent Passport Size
Photograph

EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : ZAINORA BINTI MOHAMAD JUDA
NRIC

Preferred Name : NORA

Gender : Male [] Female []

Old I/C No. : -

New I/C No. : 800315-10-5882

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 15/03/1980

Place of Birth : PELABUHAN KLANG

Age : 42

Marital Status : MARRIED

Permanent Address (house)

NO.45, JALAN SP 6/2,
SERI PRISTANA 6,
47000 SAUJANA UTAMA, SUNGAI BULOH,
SELANGOR DARUL EHSAN.

Correspondence Address (mailing)

Effective Until : _____

same as permanent address

Tel No. : (House)

Tel. No. : (House)

(Mobile) 0172501997

(Office)

Fax No. :

E-mail : zainorabintimohdjuda@gmail.com

FAMILY PARTICULARS

i) Name of Spouse : SUHAIME BIN SHAMSUDDIN
(if applicable)
Occupation : PRODUCTION EXECUTIVE
Name of Employer : IPI SDN BHD
Tel No. : 018-2507900

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	ALISYA BINTI SUHAIME	FEMALE	05/08/2008	FORM 2
2.	AMMAR MIKAIL BIN SUHAIME	MALE	07/01/2014	STANDARD 2
3.	AISYA SUMAYYAH BINTI SUHAIME	FEMALE	19/02/2016	7 YRS OLD
4.	ASHRAF MIKAIL BIN SUHAIME	MALE	01/01/2018	5 YRS OLD
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)	1993	1997	PMR/PT3 Grade : PASS Aggregate : SPM Grade : GRADE 3 Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
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)

• Are you familiar in operating a computer?
Yes*/No

	* Written	* Spoken
Bahasa Melayu	EXCELLENT	EXCELLENT
English : _____	AVERAGE	AVERAGE
Others : _____		

• List of PC Software that you are familiar with
BASIC KNOWLEDGE - EXCELL, WORDS & POWERPOINT & EMAIL

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	
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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			
ANAQEEEN LEGACY S/B & I CARE HOMENURSING	2014	2017	4YRS	INCHARGED IN CUSTOMER SERVICE ROLES, INCHARGED IN SALES PROMOTION & TARGET, ASSIST HR DEPARTMENT TO PREPARE SALARY WITH MONTHLY BASIS, INCHARGED FOR BOUTIQUE ARRANGEMENT & ENSURE THE BOUTIQUE IS CLEAN & TIDY, PREPARE ORDER FOR CUSTOMERS FROM WHATSAPP & WEBSITE, & DOING ALL STOCK CHECK & ARRANGED PARCEL PICK UP WITH COURIER SERVICE, INCHARGED OFFICE SUPPLIES SUCH AS STATIONERY & PANTRY SUPPLY	2017	I HAVE TO QUIT MY JOB & GIVE A FULL ATTENTION & TAKING CARE OF MY KIDS BECAUSE THE ARE STILL SMALL AT THE TIME & NEED TO FULLY TAKING CARE OF MY NEW BORN BABY ALSO.

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: MYR2500	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> 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: 2200-2500		Resignation notice period : IM READY TO GO	

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. NO

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : NOR EFARIZAN BINTI ZAIN

Address : NIPPON EXPRESS (M) SDN BHD

NO.72, PERSIARAN JUBLI PERAK
SEC 22, 40300 SHAH ALAM,
SELANGOR DARUL EHSAN

Tel No. : 03-5192 2522

Relationship : EX HOD -HR & ADMIN

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 : 19/01/2023

INTERVIEW APPRAISAL FORM



Name : Zainere Bt Mohamad Judo Position : Date :

Interviewer's name : Akmal Aziz Designation : Dept :

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>	4
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>	3
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>	4
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>	3
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>	4
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>	2
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>	4
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>	3
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>	4
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>	3
TOTAL						

Recommendations for employment :

YES / NO / KIV

Comments :

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :