



# NURAQILAH HUDA BINTI AHMAD MUHAIMIN

**Address:** No.306, Block Rosa 15, Jalan Nuri 7/1C, Seksyen 7 Kota Damansara. 47810 Petaling Jaya Selangor.

**Phone:** 011-2151 0083

**Email:** aqilahhuda30@gmail.com.my

## SUMMARY

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As a recent college graduate with a Diploma in Aircraft Maintenance, I'm skilled in recognizing aircraft tools and equipment, problem solving and also project management. I'm also well-versed in Microsoft office such as words, presentation and excel for. With a passion for aircraft maintenance, I'm eager to contribute to maintenance and replicate my academic successes in a professional setting.

## WORK EXPERIENCE

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### Intern in Tools Store at Galaxy Aerospace

Jan 2024 - Present

- Learned to loan tools
- Learned about store and tools in/out.
- Learned to use and make a purchase order and delivery order.
- Checkout expired calibrate tools and expired POL.
- Marshalling an aircraft
- Refueling helicopter
- Join inspection for Gading helicopter

### Other work experience

2020 -2024

- As cashier at Petronas fuel station (2020)
- Part time Burger King crew (2021-2023)
- Part time Taco Bell (2024)

## EDUCATION

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### MEATECH COLLEGE

2022

Diploma in Aircraft Maintenance Technology

- Major in Automotive Technology.
- Thesis on "Technological Advancements within the current Mechatronics Industry".

Final Year Project

2023

- Simulation of water system

## ADDITIONAL INFORMATION

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### Computer Skills :

- Microsoft Word
- Microsoft Excel
- Microsoft powerpoint
- Google meet
- Zoom

**Languages :** English, Malay

- Fluent in Malay and English
- Skilled in writing Malay and English

### Awards/Activities:

- Actively participated in softball and netball of Kejohanan Bola Jaring Mahasiswa 2022
- Joined volunteer activities as a secretary and planners of the team during studies.

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &amp;

Initial



Please Affix a  
Recent Passport Size  
Photograph

## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : **NURABILAH KUDA BINI AHMAD MUHAMMID**

Preferred Name : <b>AQILAH</b>		Gender : Male [ ] Female [ <input checked="" type="checkbox"/> ]	
Old I/C No. : <b>031231-10-0888</b>		New I/C No. :	
Nationality : <b>MALAYSIA</b>		Passport No. :	
Date of Birth : <b>31 DECEMBER 2003</b>		Place of Birth : <b>HOSPITAL SELAYANG, SELANGOR PARUL EHSAN</b>	
Age : <b>21 YEARS OLD</b>		Marital Status : <b>SINGLE</b>	
Permanent Address (house) <b>NO. 46 RRM AWAM 1, JALAN KELOYONG, 35900 TANJUNG MALIM, PERAK</b>		Correspondence Address (mailing) Effective Until : <b>DECEMBER 2024</b> <b>NO. 306, BLOCK ROSA 15, JALAN NURI 7/1C, SEKSIEN 7 KOTA DAMANSARA 47810 PETALING JAYA SELANGOR.</b>	
Tel No. :	(House) <b>016-6863090</b>	Tel. No. :	(House)
	(Mobile) <b>011-21510083</b>		(Office)
Fax No. :		E-mail :	<b>aqilahhuda30@gmail.com.my</b>

### FAMILY PARTICULARS

i) Name of Spouse : **N/A**  
(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 METODISI, 16 MALIM	01/2016	03/2021	PMR/PT3 Grade : 4A, 1C, 1D, Aggregate : 3E SPM Grade : 1B+, 4B, 1C, Aggregate : 1D, 2E
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) MEATRCH COLLEGE			Major : DIPLOMA AIRCRAFT MAINTENANCE TECHNOLOGY CGPA/Grade : 2.94
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

Bahasa Melayu :  
English : \_\_\_\_\_  
Others : \_\_\_\_\_

* Written	* Spoken
EXCELLENT	EXCELLENT
EXCELLENT	EXCELLENT

• List of PC Software that you are familiar with  
EXCEL, WORDS, DATA BASE, POWER POINT

### OTHER SKILLS (Please Specify)

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

Highest Achievements or Current Involvement	- PARTICIPATED IN SOFIBALL AND NETBALL OF KEJOHANAN BOLA JARING MAHASISWA 2022 - VOLUNTEER ACTIVITIES AS SECRETARY AND PLANNERS OF THE TEAM.
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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			
1. GALAXY INTERN	18/12/24	06/24	6 month	TOOLS STORE KEEPER	-	END OF INTERNSHIP
2. TRLO BELL (PART TIME)	12/24	4/24	4 month	KITCHEN PREP	1300	RELOCATED

**Please use attachment for additional information.**

### REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT

Basic monthly salary:	Bonus (No. of months): <u>    -    </u>	Do you possess your own transport	What type of transport license do you have?
RM 1300	Contractual : <u>    -    </u>	Yes : <input checked="" type="checkbox"/>	B2,D,Others(Please specify) :
	Variable : <u>    -    </u>	No : <u>    </u>	<u>B2</u>
Allowances (Please specify if any) :	Car Privilege Type : <u>    -    </u>	Loan subsidy : Interest rate	House (Yes/No) : <u>    -    </u> %
	Driver : (Yes/No)	Car (Yes/No) : <u>    -    </u> %	Others : <u>    -    </u> %
	Petrol Allowance/month : <u>    -    </u>		
Other Benefits (If any):			
Expected monthly salary: RM 2300		Resignation notice period : <u>    -    </u>	

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

NO

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

NO

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 / NONSCEMPOLOYEE)

Name : EN. FADZLIE  
Address : JALAN LAPANGAN TERBANGA SUBANG,  
: 43, 47200 SHAM ALAM, SELANGOR  
:  
:  
Tel No. : 017 - 398 9835  
Relationship : INCHARGE

Name : MISS NISA  
Address : LOT CC-33 & CC-34, CONCOURSE FLOOR,  
: TROPICANA GARDEN MALL, TROPICANA INDOH  
:  
: 47810 PEJALING JAYA, SELANGOR  
Tel No. : 011 - 6254 5064  
Relationship : MANAGER

### 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 : 27 / 5 / 2024

## INTERVIEW APPRAISAL FORM

Name : Nurazulh Huda Binti Ahmad Muhaimin Position : Protege Store Date : 27/05/2024

Interviewer's name : Muhamad Anif Bin Ngajaludin Designation : PK Dept : PK

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	3
	1	2	(3)	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	3
	1	2	(3)	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	2
	1	(2)	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
	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	2
	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	2
	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	3
	1	2	(3)	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	2
	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	1
	(1)	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	2
	1	(2)	3	4	5	
<b>TOTAL</b>						<b>23</b>

Recommendations for employment : YES / NO / KIV

Comments : Diploma protege and Recommended for hiring

Signature of Interviewer : [Signature] Basic salary : \_\_\_\_\_ Allowances : Rm 1600

Reporting to : Engineering Controller Department : Engineering Section : \_\_\_\_\_

Commencing date : \_\_\_\_\_ Probation : \_\_\_\_\_ Others : \_\_\_\_\_

Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_