

INTERVIEW APPRAISAL FORM



Name : Nurul Farra Hani Binti Zaharullizam Position : AMO Planner Date : 1/9/2022

Interviewer's name : Mohd Fahmi Bin Zakaria Designation : Deputy Eng Controller Dept : AMO

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>	3
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>	4
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>	4
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>	3
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>	5
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>	4
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>	3
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>	4
TOTAL						38

Recommendations for employment :

YES / NO / KIV

Comments : Her CGPA is less than 3 which should make her appreciate the opportunity given to complete this protege program, can adapt to environment, no problem to communicate and eager to learn by study the JD for planner

Signature of Interviewer : *Fahmi* Basic salary : 2000 Allowances : -

Reporting to : Siti Aishah Department : AMO Engineering Section : APMM Planer

Commencing date : 15/9/2022 Probation : 8 months Others : +4 months

Verified by HRD : Approved by : Date :

Nurul Farra Hani binti Zaharullizam
308 Jalan Teratai 1 Taman Kemuning,
70450 Senawang Negeri Sembilan.

13th August 2022

To: Human Resource Manager

Dear Sir/ Madam,

APPLICATION FOR PROTÉGÉ PLACEMENT

Referring to the above matter, I am a fresh graduate of Bachelor of Mechanical Engineering, majoring in Facilities Engineering from Universiti Teknologi PETRONAS (UTP), Perak with CGPA 2.99. The main purpose of this letter is to request for placement in your esteemed company. I am very enthusiastic to be part of your reputable organization.

2. I am looking for a position where I can apply all my knowledge gained throughout my studies. The course that I am pursuing not only provide me a solid fundamental in Mechanical Engineering, but also equip myself with exposure on technologies, problem-solving and technical skill using software.

3. I have actively involved in many extracurricular activities in which I develop my soft skills by working with people from various background and interact effectively with a wide range of personalities. These activities particularly develop my communication skill as well as leadership and problem-solving skill. Listed are my achievements during my study in UTP:

INDUSTRIAL EXPOSURE	<ul style="list-style-type: none">7 months as practical trainee at PETRONAS Downstream Business Excellence.Exposed to the importance of providing advisory services to ensure future growth of the business.Exposed to downstream process plant equipment (boiler, heat exchanger)
SOFTWARE SKILLS	<ul style="list-style-type: none">Microsoft OfficeCatia V5Autodesk AutoCADAdobe Photoshop
FINAL YEAR PROJECT	<ul style="list-style-type: none">To investigate the effects of corrosion inhibitor on PWC for process condensate line.
MECHANICAL SYSTEM DESIGN	<ul style="list-style-type: none">Design of Automated Drain Cleaner System
TOP LEADERSHIP ACHIEVEMENT AND AWARD	<ul style="list-style-type: none">Treasure 2 of Rakan Masjid 2018Dean's List Award in Semester May 2020

4. The enclosed Curriculum Vitae here provides you further details on my education background, extra cocurricular activities. I can be reached at +6018-2804657 or by email (nurulfarrahani.z@gmail.com). Thank you for your time and consideration.

Yours sincerely,

Nurul Farra Hani



NURUL FARRA HANI BINTI ZAHARULLIZAM

BACHELOR (HONS) OF MECHANICAL ENGINEERING

MAJOR ELECTIVE IN FACILITIES ENGINEERING

PERSONAL INFORMATION	EDUCATION BACKGROUND
Email : nurulfarrahani.z@gmail.com Mobile : +6018-2804657 NRIC : 970203-01-5964 Address: Senawang, Negeri Sembilan.	2015 – 2020 Universiti Teknologi PETRONAS Foundation CGPA : 3.44 Undergraduate CGPA : 2.99 2010 – 2014 SMK Puteri Seremban PMR : 7A1B SPM : 7A2B

INTERNSHIP EXPERIENCE

PETRONAS Downstream Business Excellence (DBE)

Internship Trainee at Plant Project, Turnaround & Shutdown Department | May 2019 – Dec 2019

- Involved in analysing the **Emergent Work Request (EWR), Critical Trades requirement and Turnaround (TA) performance** of Downstream Operating Units.
- Attend **TA readiness review** of OPU's to supervise the progress and planning of TA.
- Site visit to Melaka Refinery Malaysia MRCSB plant to monitor the progress of Turnaround. (Washing bay of **Heat Exchanger**)
- Exposure on the downstream plant equipment (e.g., **boiler, heat exchanger, valve**).

PROJECT INVOLVEMENT

Year	Project	Description
2020	Final Year Project: Study on the Effect of the Corrosion Inhibitor on Preferential Weld Corrosion (PWC) for Process Condensate Line	Objectives: <ul style="list-style-type: none"> • To study PWC of Carbon Steel in condensate water by using electrochemistry. • To investigate the effects of corrosion inhibitor on PWC for process condensate line. Project Activities: <ul style="list-style-type: none"> • Calculated corrosion rate by using Linear Polarization Technique and Zero Resistance Ammetry method. • Determined the microstructure of PWC by optical microscopic for surface analysis.
2020	Mechanical Systems Design Project: Design of Automated Drain Cleaner System	Objectives: <ul style="list-style-type: none"> • To design Automated Drain Cleaner System in accordance with regulations and design guidelines. Project Activities: <ul style="list-style-type: none"> • Arrange the drain cleaner system configuration systematically from original concept to environmental friendliness design for better functionality.
2019	Student Industrial Project: Establishment of Non-Destructive Test (NDT) for Heat Exchanger Tubing	Objectives: <ul style="list-style-type: none"> • To study the function of NDT and NDT technique for Shell and Tube Heat Exchanger Project Activities: <ul style="list-style-type: none"> • Identified suitable NDT to perform based on the tube material and defect types expected of heat exchanger.

LANGUAGE	SKILLS AND SOFTWARE	
Malay : Excellent spoken and written English : Intermediate spoken and written Mandarin: Basic spoken and written	<ul style="list-style-type: none"> • Engineering Materials • Material, Integrity, and Corrosion • Plant Risk and Reliability • Thermodynamics • Heat Transfer • Engineering Drawing 	<ul style="list-style-type: none"> • Microsoft (Word, Excel, Power Point) • Catia V5 • Autodesk AutoCAD • Adobe Photoshop
TOP ACHIEVEMENTS		
2013: Exemplary Student Award in high school. 2018: Treasurer 2 of Rakan Masjid UTP. In charge the economic, money flow and the asset of the club. 2020: Dean's List Award: Semester May 2020		

EXTRACURRICULAR INVOLVEMENT & VOLUNTEERING ACTIVITIES		
Event	Participation	Description
Down-to-Earth 2015	Treasurer	A corporate social responsibility project under Islamic Studies. Managed monetary flow effectively.
Khemah Ibadah 2016	Deputy Head of Registration and Accommodation Department	An Islamic camp involving participants from 9 to 16 years old. Manage the registration and accommodation of the participants.
Cabaran Debat Muda 2121 2018	Deputy Head of Business, Merchandise and Sponsorship Department	A debate tournament involving participants from high school and university student. Secured merchandise and sponsor of the event.
UTP-UM Mesra Outreach 2018	Committee of Promotion and Design Department	Created graphics of the event and advertised to the students.

REFEREE

DR NABIHAH BINTI SALLIH

Lecturer,

Mechanical Engineering Department,

Universiti Teknologi PETRONAS

Tel: +605-368 7147

Email: nabihah.sallih@utp.edu.my

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : NURUL FARRA HANI BINTI ZAHARULLIZAM
NRIC

Preferred Name : HANI

Gender : Male [] Female [/]

Old I/C No. : -

New I/C No. : 970203015964

Nationality : MALAYSIAN

Passport No. : -

Date of Birth : 03-02-1997

Place of Birth : JOHOR BAHRU

Age : 25 YEARS OLD

Marital Status : SINGLE

Permanent Address (house)

308, JALAN TERATAI 1, TAMAN KEMUNING,
70450 SENAWANG, NEGERI SEMBILAN.

Correspondence Address (mailing)

Effective Until : -

-same as Permanent Address-

Tel : (House) -

Tel. No. : (House) -

(Mobile) 018-2804657

(Office) -

Fax No. : -

E-mail : -

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.

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EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SMK PUTERI SEREMBAN	JAN/2010	DEC/2014	PMR/PT3 Grade : 7A1B Aggregate : - SPM Grade : 7A2B Aggregate : -
A-Level/STPM/Matriculation(s) UNIVERSITI TEKNOLOGI PETRONAS	JULY/2015	MAY/2016	Result(s) : 3.39/4.00
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) BACHELOR OF MECHANICAL ENGINEERING WITH HONOURS UNIVERSITI TEKNOLOGI PETRONAS	SEPT/2016	SEPT/2020	Major : FACILITIES ENGINEERING Minor : - CGPA/Class : 2.99/SECOND CLASS LOWER
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

<u>Title(s)</u>	<u>Organised by</u>	<u>Date attended</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 : _____	Good	Good
Others : _____		

• List of PC Software that you are familiar with
Microsoft office(Word, Excel, PowerPoint), Catia v5, AutoCAD

OTHER SKILLS (Please Specify)

Design(Photoshop), Teamwork, Adaptability

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

- Treasurer of Rakan Masjid Club
- Deputy Head of Business, Merchandise and sponsorship department for Cabaran Debat 2121

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			
Petroliam Nasional Berhad Intership Trainee	05/19	12/19	7months	<ul style="list-style-type: none"> Providing advisory service to the operating unit. Involved in analysing the Emergent Work Request (EWR), Critical Trades requirement and Turnaround (TA) performance of Downstream Operating Units. Attend TA readiness review of OPUs to supervise the progress and planning of TA. Site visit to Melaka Refinery Malaysia MRCSB plant to monitor the progress of Turnaround. (Washing bay of Heat Exchanger) Exposure on the downstream plant equipment (e.g., boiler, heat exchanger, valve). 		End of internship period

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: -	Bonus (No. of months): - _____ Contractual : - _____ Variable : - _____	Do you possess your own transport Yes : / _____ 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: -		Resignation notice period : -	

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 / NONS EMPLOYEE)

Name : DR NABIHAH BINTI SALLIH

Address : MECHANICAL ENGINEERING

: DEPARTMENT,

: UNIVERSITI TEKNOLOGI PETRONAS.

Tel No. : +605-368 7147

Relationship : LECTURER

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 : Hani

Date : 23-08-2022