

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : Mariessa Binti Mohd Zaharin

Preferred Name : Mariessa

Gender : Male [] Female []

Old I/C No. : -

New I/C No. : 970731-10-6456

Nationality : Malaysia

Passport No. : -

Date of Birth : 31/07/1997

Place of Birth : Hospital Damai, Selangor

Age : 24

Marital Status : Single

Permanent Address (house)

No 65, Jalan PS 5/4

Taman Pinggiran Senawang

71450 Seremban, Negeri Sembilan

Correspondence Address (mailing)

Effective Until : _____

No 65, Jalan PS 5/4

Taman Pinggiran Senawang

71450 Seremban, Negeri Sembilan

Tel No. : (House)

Tel. No. : (House)

(Mobile) 019-6822094

(Office)

Fax No. : -

E-mail : mariessazaharin31@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.

Name: Salman Abu Zarim (Quality Assurance Manager) previously employed in Galaxy Aerospace (M) Sdn. Bhd.

Relationship: Cousin

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) : SMK Taman Tuanku Jaafar 2, Seremban	January 2010	November 2014	PMR/PT3 Grade : 3A,2B,3C SPM Grade : 4A,1B,3D Aggregate : Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) : Kolej Profesional MARA, Bandar Penawar Johor	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

<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

List of PC Software that you are familiar with

• Microsoft Words, Microsoft PowerPoint, Microsoft Excel, MYOB Accounting Software

Bahasa Melayu

* Written

* Spoken

English

Excellent
Excellent

Excellent
Good

Others : Mandarin

Average

Average

OTHER SKILLS (Please Specify)

Chart Nexus, Adobe Photoshop

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

Receiver of Bronze Medal in Informative and Innovative Competition, Participate in Program Trading Bursa Malaysia, Top 10 in Economics Poster Competition, Members of English Motivational Club, Facilitator in MHS 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			
Jabatan Audit Negara, Negeri Sembilan (Trainee/Internship)	March 2021	August 2021	6 months	-Conduct external audits at large organizations including audit of financial statements and audit of trust accounts - Assist in the audit process by checking vouchers, checking supporting documents for payment, identify the account classification, reviewing the cash book and general ledger - Reviewing financial documents to identify possible misstatement due to error, neglect, or fraud - Attend the entrance and closing meeting of external audits with directors and auditees from outside organizations		
Radzi & Co. Accounting Firm (Trainee/Internship)	October 2017	January 2018	3 months	- Checked all the financial documents such as invoice, payment vouchers, income, expense data, net worth and assets - Break down listing, prepare bank reconciliation and prepare the tax computation - Recorded financial transactions in MYOB Accounting system to generate financial statements (income statement, balance sheet, cash flow)		

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): _____	Do you possess your own transport Yes : <u>Car</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : D
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: RM2000		Resignation notice period :	

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

I managed to find an issue when conducting external audits (Audit of financial statements) at Majlis Agama Islam and my issue was taken up to the final meeting with their directors and auditees

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.

PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : Khairiah Binti Mohd Roddin

Address : No 65, Jalan PS 5/4, Taman

: Pinggiran Senawang, 71450 Seremban

: 019-2230877

Tel No. : Mother

Relationship :

Name : Mohd Radzi Bin Abdul Rashid

Address : Wisma Audit Jalan Haruan 2, Oakland

: Commercial Centre, Seremban 2,

: 70300, Seremban

Tel No. : 012-6761182

Relationship : Company Supervisor JANN9

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 : 21/10/2021