



# NOR AFIQ BIN ZAINAL ABIDIN

norafiqqq@gmail.com

+(60) 172254331

Shah Alam, Selangor

linkedin.com/in/norafiqqq

A detailed-oriented graduate of Aviation Management (Hons.) from University of Kuala Lumpur with CGPA 3.08. Currently seeking and searching for opportunities in hopping to gain experience and more open view in a great working environment. A reliable team player with strong work ethic, excelling under pressure, and passionate about learning. Being able to work in the aviation industry provides an excellent opportunity to meet a variety of interesting people, especially aviation people.

## EDUCATION

### Bachelor of Aviation Management (Hons)

University Kuala Lumpur Malaysian Institute of Aviation Technology

2018 - 2022

CGPA 3.08 | MUET Band 3

### Diploma in Aviation Management

Cybernetics International College of Technology

2014 - 2017

CGPA 2.85

## WORK EXPERIENCE

### Internship Trainee

FlyFirefly Sdn Bhd

08/2021 - 12/2021

Technical Publication Administrator

#### Data Entry

- Created and maintained company records and used software to review and monitor data.
- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Performed regular backup operations to save data and avoid loss.
- Archived old and outdated records to keep fresh and updated content.
- Examined data to detect and rectify deficiencies or errors.
- Transferred data from paper formats into database systems to keep digital formats.

Contact : Mohamad Hariz Hilmi bin Mohd Mustafa - Supervisor - Cell: 012-2731785

### CAMO - Technical Publication (Protege)

Galaxy Aerospace (M) Sdn. Bhd.

04/2024 - Present

- Ensure all airworthiness data are kept up to date
- Maintain a register of Internal and External publication
- Ensure the end user has access to the publication
- Ensure the hard copy are properly labelled and easily identify
- Maintaining and updating the master set of internal and external publication

Contact : Deanna Izzaty Binti Ahmad Shoufik - Supervisor - Cell: 017-4467547

## PERSONAL SKILLS

communication skills

Ability to work in a team

Punctual and good at time Management

Emotional intelligence

Detail oriented

Problem-Solving

## COMPUTER SKILLS

Microsoft Word

Microsoft Excel

Microsoft Power Point

## REFERENCE

Munzir Khairuddin (Academic Advisor)

UniKL, MIAT cell: 013-9944295

Mohamad Hariz Hilmi bin Mohd Mustafa (Technical Publication, Engineering & Maintenance)

FlyFirefly Sdn Bhd cell: 012-2731785

Deanna Izzaty Binti Ahmad Shoufik (Technical Publication)

Galaxy Aerospace (M) Sdn. Bhd. Cell: 017-4467547

## LANGUAGES PROFICIENCY

Bahasa Melayu

Native or Bilingual Proficiency

English

Professional Working Proficiency

## INTERESTS

Build great career

Observe business flow

Sports/Gaming

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &amp;

Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per : NOR AFIQ BIN ZAINAL ABIDIN NRIC			
Preferred Name : AFIQ		Gender : Male [ <input checked="" type="checkbox"/> ] Female [ <input type="checkbox"/> ]	
Old I/C No. :		New I/C No. : 960108-10-6295	
Nationality : MALAYSIA		Passport No. :	
Date of Birth : 8 January 1996		Place of Birth : Hosp.Besar T.A.Rahimah, Klang	
Age : 28		Marital Status : SINGLE	
Permanent Address (house) No.21, Jalan Kelanang 28/14, Taman Alam Megah, 40400, Shah Alam, Selangor.		Correspondence Address (mailing) Effective Until : _____	
Tel No. :	(House)	Tel. No. :	(House) -
	(Mobile) 017-2254331		(Office) -
Fax No. :		E-mail :	norafiqqq@gmail.com

### FAMILY PARTICULARS

i) Name of Spouse : 3/b  
(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.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) Sek.Men.Keb. Alam Megah	2009	2013	PMR/PT3 Grade : Aggregate : 1B2C5D SPM Grade : Aggregate : 3C+4 C1D
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) CYBERNATIC INTERNATIONAL COLLEGE OF TECHNOLOGY	November 2014	December 2017	Major : Aviation Management CGPA/Grade : 2.855
Degree Course(s) University Kuala Lumpur Malaysian Institute of Aviation Technology (UniKL MIAT)	September 2018	February 2022	Major : Aviation Management Minor : CGPA/Class : 3.08
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE/TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Microsoft Excel Advance (Online)	Rahazan Daud	14-15 October 2023	Microsoft Teams
Aviation Legislation	GAM	29-30 July 23	GAM OC

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

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

Bahasa Melayu

\* Written

\* Spoken

English : \_\_\_\_\_

Excellent  
Good

Excellent  
Good

Others : \_\_\_\_\_

• List of PC Software that you are familiar with  
Microsoft Office

### OTHER SKILLS ( Please Specify)

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

Highest Achievements  
or Current  
Involvement

UniKL Foreign Language festival 2021, exco Media  
InterMIAT Tournament Badminton runner up 2020

## 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			
FlyFirefly Sdn.Bhd - Internship trainee (Technical Publication)	August 2021	Dec 2021	4 month	<p>Created and maintained company records and used software to review and monitor data.</p> <p>Identified errors in data entry and related issues, reporting to supervisors for resolution.</p> <p>Performed regular backup operations to save data and avoid loss.</p> <p>Archived old and outdated records to keep fresh and updated content.</p> <p>Examined data to detect and rectify deficiencies or errors.</p> <p>Transferred data from paper formats into database systems to keep digital formats.</p>		End of On Job Training (OJT)

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:  RM2,000	BONUS (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> _____ No : <input type="checkbox"/> _____	What type of transport license do you have? B2,D,Others(Please specify) : _____
Allowances (Please specify if any) :  Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary: RM3,000 (max)	Resignation notice period: 1 month		

RM2.7 (min)

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

I was able to meet my supervisor expectation in completing daily task.

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, as CAMO protege

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

Name : Munzir Khaicuddin  
Address : University Kuala Lumpur  
: Malaysia Institute of  
: Aviation Technology  
Tel No. : 013-9944295  
Relationship : Academic Advisor

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 : 5 August 2024

# INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: Nor Afia Bin Zainal Abidin Position: Technical Publication Date: 1/8/2024

Interviewer's name: Muhammed Anif Bin Majeed Designation: HR Dept: HR

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	3
	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	3
	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	3
	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	2
	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>27</b>

Recommendations for employment :

YES / NO / KIV

Comments : 4 months protege with GAN. Request for abscons as staff. before 8 months protege.

Signature of Interviewer : anif Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_

Reporting to : CAMO MANAGER Department : CAMO Section : \_\_\_\_\_

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

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

## INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : NOR AFIQ BIN ZAINAL ABIDIN Position : TECHNICAL PUB. Date : 5/8/2024

Interviewer's name : ZATY MADHIRA BINTI ZUHARI Designation : CAMM Dept : CAMD

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>	5
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>	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
<b>TOTAL</b>						<b>40/50</b>

Recommendations for employment :

YES / NO / KIV

Comments : 4 MONTH PROTEGE UNDER GAM CAMO TP. REQUEST TO ABSORB PRIOR END PROGRAMME CEFFECTIV 1/9) DUE VACANT POSINA

Signature of Interviewer : Basic salary : 2500 Allowances : 100 + 100

Reporting to : CAMM Department : CAMD Section : TP.

Commencing date : ..... Probation : ..... Others : .....

Verified by HRD : ..... Approved by : ..... Date : .....