

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial

GalaxyAerospace 
maintenance . repair . overhaul



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : Nurin Sofiya Binti Hairil Yahri

Preferred Name : Nurin

Gender : Male [] Female []

Old I/C No. :

New I/C No. : 000304100060

Nationality : Malaysian

Passport No. :

Date of Birth : 4 March 2000

Place of Birth : Selangor

Age : 23

Marital Status : Single

Permanent Address (house)

No 20 Jalan Serene 4,
Serene Heights
43500
Semenyih, Selangor

Correspondence Address (mailing)

Effective Until : _____
No 20 Jalan Serene 4,
Serene Heights
43500
Semenyih, Selangor

Tel No. : (House)

Tel. No. : (House)

(Mobile) 0192135277

(Office)

Fax No. :

E-mail : sofiyahairil@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.

No

EDUCATIONAL DETAILS

| Name of School/College/University | START | FINISH | Qualification obtained (CGPA/Class) |
|--|----------------------|----------------------|--|
| | month/year | month/year | |
| Secondary Education(s) | | | PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate : |
| A-Level/STPM/Matriculation(s) | | | Result(s) : |
| Certificate(s) | | | Major : Grade : |
| Diploma Course(s) George C. Marshall High School Mont Kiara International School | Aug 2016 Feb 2018 | Jan 2018 May 2019 | Major : U.S. High School Diploma CGPA/Grade : 3.49 (GCM) 3.50 (MKIS) |
| Degree Course(s) Universiti Teknologi MARA (UiTM) | Sept 2019 | Nov 2023 | Major : Bachelor of Mass Communication (Hons.) Public Relations Minor : CGPA/Class : 3.69 |
| 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? <input checked="" type="checkbox"/> Yes*/No |
| Bahasa Melayu Average English : <u>Excellent</u> Others : _____ | * Written BM: Average English: Excellent | * Spoken BM: Average English: Excellent | • List of PC Software that you are familiar with Microsoft Office (Word, PowerPoint, Excel) |
| | OTHER SKILLS (Please Specify) Flair skills on Adobe Photoshop and Canva | | |

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

| | |
|---|--|
| Highest Achievements or Current Involvement | Passport D.C. Programme Volunteer - Engaged with the general public to promote the Malaysian culture within the international diplomatic community held annually in May for four consecutive years at the Embassy of Malaysia, United States |
|---|--|

| 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 | | | |
| Nestlé Internship (Corporate Affairs) | March 2022 | July 2022 | 5 months | <p>Managed Nestlé internal communications channels utilizing communication tools such as the NEST (intranet), Workplace and Electronic Direct Email (EDM) to ensure all relevant content is shared internally with employees.</p> <p>Oversee the quality of the content and design to ensure that brand identity is adhered for internal and CSR</p> <p>Assisted in ensuring that Purchase Orders are raised and approved, goods and services are accurate and received as scheduled.</p> | RM1,000 | 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 : <input checked="" type="checkbox"/> | What type of transport license do you have? B2,D.Others(Please specify) : _DA_ |
| 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: 2,300 | | Resignation notice period : | |

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

I was given the opportunity to work collaboratively with the sustainability team. The major project I worked on with the sustainability team was the "Let's Recycle for Charity" campaign that aims to inculcate greener habits among Malaysians by encouraging neighborhoods in Klang Valley to recycle and successfully donated RM10,000 to an elderly and orphanage home.

Is there any other information (personal or work experience) which is relevant to this application?

(If yes, please specify)

I was given the chance to work with the internal communications & event management team, external communications (digital & media relations) and the sustainability team while in Nestlé corporate affairs department where I was entrusted to work in major projects involving top management such as NESTLÉ CARES.

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 : Iman Nurhanis | Name : _____ |
| Address : _____ | Address : _____ |
| _____ | _____ |
| _____ | _____ |
| Tel No. : 011 6559 1811 | Tel No. : _____ |
| Relationship : Nestlé colleague | 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 : 11 January 2024

NURIN SOFIYA BINTI HAIRIL YAHRI

W.P. Putrajaya | 019-213 5277 | sofiyahairil@gmail.com



An optimistic and dynamic individual seeking an entry-level position to obtain experience and self-development in a reputable organization. Wishing to utilize my knowledge and skillsets to create effective strategic communications to establish organizational goals. I aspire to seek an available position related to my field of communication studies in your organization.

EDUCATION

Bachelor of Mass Communication (Hons.) Public Relations September 2019 – November 2023
Universiti Teknologi MARA (UiTM) (CGPA: 3.69)

- Awards: Dean's List

American High School Diploma
Mont'Kiara International School (CGPA: 3.49)

February 2018 - May 2019

- Awards: Dean's List

George C. Marshall High School
Virginia, United States (CGPA: 3.50)

August 2016 - January 2018

EXPERIENCE

Internship Nestlé (Corporate Affairs)

- *Bandar Utama, Petaling Jaya* March – July 2022
 - Worked closely with the Corporate Communications team to develop and implement internal and external communication strategy.
 - Managed Nestlé internal communications channels utilizing communication tools such as the NEST (intranet), Workplace, communiques and Electronic Direct Email (EDM) to ensure all relevant content is shared internally with employees.
 - Coordinated and liaised with external vendors including production houses and printing vendors to achieve communication objectives.
 - Assisted in ensuring that Purchase Orders are raised and approved, goods and services are accurate and received as scheduled.
 - Oversee the quality of the content and design to ensure that brand identity is adhered to.

ADDITIONAL EXPERIENCE

Content Strategist for National Security Council (MKN) and UiTM University Project

- *UiTM, Shah Alam* October 2021– February 2022

- Managed a social media campaign in collaboration with the National Security Council (MKN) across Instagram, TikTok, and YouTube channel by implementing strategic posting schedules and popular content under the marketing department.
- Coordinated and led weekly meetings and agendas in the marketing team to assist in developing and implementing communication strategies to drive engagements.

Passport D.C. Programme Volunteer

- *Embassy of Malaysia, United States* May 2014, 2015, 2016, and 2017
 - Engaged with the general public to promote the Malaysian culture within the international diplomatic community held annually in May.
 - Assisted in planning, coordinating and executing the cultural event including invitation, welcoming and protocol to ensure the programme is executed accordingly.

SKILLS

- **English:** Well-versed in speaking and writing
- **Malay:** Well-versed in speaking and flair writing proficiency
- Elementary Mandarin Chinese proficiency
- Excellent writing and proofreading skills
- An effective written and verbal communicator with the ability to convey information clearly and concisely.
- Meticulous and detail oriented professional with an eye for accuracy.
- Quick to embrace challenge and changes in priority, providing significant result and high levels of accuracy.
- Able to work well in a team, contributing ideas and cooperating with others to achieve common goals.
- Ability to work comfortably in a fast-paced environment.
- Independent and self-reliant but also a team player.
- Proficient in Microsoft Office (Word, PowerPoint, Excel)

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : Nurn Safya Binti Hajmi Yahn Position : Protege Date : 12/1/2024

Interviewer's name : Muhamad Haf Bin Najaludin Designation : Human Resource Dept Human Resource

| | | | | | | |
|-----------------------|---|--|--|---|---|-----------|
| 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 embarassed <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> | 3 |
| 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> | 2 |
| 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> | 3 |
| 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> | 3 |
| 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> | 2 |
| 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 | | | | | | 30 |

Recommendations for employment :

YES / NO / KIV

Comments : Recommended for hiring.

Signature of Interviewer : aulf Basic salary : Allowances : RM 2000.00
 Reporting to : Training Manager Department : Training Section :
 Commencing date : Probation : Others :
 Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM



Name : Nurin Sofiya Binti Haini Yahrni Position : protege Date : 12/1/24

Interviewer's name : ADAM ZAFRAN GEORGE Designation : T.M. Dept : TRAINING

| | | | | | | |
|-----------------------|---------------------------------|--|--|---|---|-----------|
| PHYSICAL APPEARANCE | Unpleasant appearance 1 | Appears to lack energy 2 | Good physical appearance 3 | Appears fit and alert 4 | Exceptionally energetic 5 | 4 |
| TRAITS | Nervous and embarrassed 1 | Stiff and uncomfortable 2 | comfortable and at ease 3 | Alert and free of tension 4 | Unusually self possessed/alert 5 | 4 |
| CONFIDENCE | Shy, retiring, arrogant 1 | Submissive, and argumentative 2 | Reasonably self assured 3 | Shows self confidence 4 | Self assured and inspires confidence 5 | 4 |
| EXPRESSION OF IDEAS | Unclear and illogical 1 | Not well defined or expressed 2 | Makes sense 3 | Convincing thoughts 4 | Exceptionally good and logical 5 | 3 |
| EXPERIENCE | No experience at all 1 | Experience not suitable but helpful 2 | Fair experience 3 | Experience suits job 4 | Experienced. suits job very well 5 | 3 |
| EDUCATION | No education at all 1 | Basic education but not enough 2 | Sufficient education 3 | Has relevant qualifications and certificates 4 | Has additional qualifications, Diploma/Degree 5 | 5 |
| MOTIVATION & AMBITION | No motivation and ambition 1 | Little interest, seems to be complacent 2 | Interest fair, and reasonable desire to succeed 3 | Definite future wants to succeed 4 | Ambitious, high aims, planned aims, of success 5 | 3 |
| COMMUNICATION SKILL | No skill at all 1 | Little skill 2 | Reasonable amount of skill 3 | Good skill 4 | Exceptionally good skill 5 | 3 |
| SUPERVISORY SKILL | Lacking in such skill 1 | Has skills but not enough 2 | Reasonably skilled 3 | Good skill 4 | Exceptionally good skill and experience 5 | 3 |
| ADAPTABILITY | Incompatible 1 | Alright but not good enough 2 | Reasonably sufficient 3 | Good adaptability 4 | Can definitely adapt well 5 | 4 |
| TOTAL | | | | | | 36 |

Recommendations for employment :

YES / NO / KIV

Comments : RECOMMENDED. ABLE TO START ON 02/02/24.

Signature of Interviewer : [Signature] Basic salary : _____ Allowances : RM 2000

Reporting to : TRAINING MANAGER Department : TRAINING Section : TRAINING

Commencing date : _____ Probation : _____ Others : _____

Verified by HRD : _____ Approved by : _____ Date : _____