

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: Ezmir Naggoes b. Alan Stoh Position: Protege (Safety) Date: 3/7/23

Interviewer's name: Wan Isahar Zamore Designation: Stm Dept: Safety

PHYSICAL APPEARANCE	Unpleasant appearance <input type="checkbox"/> 1 <input type="checkbox"/> 2	Appears to lack energy <input type="checkbox"/> 2 <input type="checkbox"/> 3	Good physical appearance <input type="checkbox"/> 3 <input type="checkbox"/> 4	Appears fit and alert <input type="checkbox"/> 4 <input type="checkbox"/> 5	Exceptionally energetic <input type="checkbox"/> 5	4
TRAITS	Nervous and embarrassed <input type="checkbox"/> 1 <input type="checkbox"/> 2	Stiff and uncomfortable <input type="checkbox"/> 2 <input type="checkbox"/> 3	comfortable and at ease <input type="checkbox"/> 3 <input type="checkbox"/> 4	Alert and free of tension <input type="checkbox"/> 4 <input type="checkbox"/> 5	Unusually self possessed/alert <input type="checkbox"/> 5	4
CONFIDENCE	Shy, retiring, arrogant <input type="checkbox"/> 1 <input type="checkbox"/> 2	Submissive, and argumentative <input type="checkbox"/> 2 <input type="checkbox"/> 3	Reasonably self assured <input type="checkbox"/> 3 <input type="checkbox"/> 4	Shows self confidence <input type="checkbox"/> 4 <input type="checkbox"/> 5	Self assured and inspires confidence <input type="checkbox"/> 5	4
EXPRESSION OF IDEAS	Unclear and illogical <input type="checkbox"/> 1 <input type="checkbox"/> 2	Not well defined or expressed <input type="checkbox"/> 2 <input type="checkbox"/> 3	Makes sense <input type="checkbox"/> 3 <input type="checkbox"/> 4	Convincing thoughts <input type="checkbox"/> 4 <input type="checkbox"/> 5	Exceptionally good and logical <input type="checkbox"/> 5	4
EXPERIENCE	No experience at all <input type="checkbox"/> 1 <input type="checkbox"/> 2	Experience not suitable but helpful <input type="checkbox"/> 2 <input type="checkbox"/> 3	Fair experience <input type="checkbox"/> 3 <input type="checkbox"/> 4	Experience suits job <input type="checkbox"/> 4 <input type="checkbox"/> 5	Experienced, suits job very well <input type="checkbox"/> 5	2
EDUCATION	No education at all <input type="checkbox"/> 1 <input type="checkbox"/> 2	Basic education but not enough <input type="checkbox"/> 2 <input type="checkbox"/> 3	Sufficient education <input type="checkbox"/> 3 <input type="checkbox"/> 4	Has relevant qualifications and certificates <input type="checkbox"/> 4 <input type="checkbox"/> 5	Has additional qualifications, Diploma/Degree <input type="checkbox"/> 5	4
MOTIVATION & AMBITION	No motivation and ambition <input type="checkbox"/> 1 <input type="checkbox"/> 2	Little interest, seems to be complacent <input type="checkbox"/> 2 <input type="checkbox"/> 3	Interest fair, and reasonable desire to succeed <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4	Definite future wants to succeed <input type="checkbox"/> 4 <input type="checkbox"/> 5	Ambitious, high aims, planned aims, of success <input type="checkbox"/> 5	4
COMMUNICATION SKILL	No skill at all <input type="checkbox"/> 1 <input type="checkbox"/> 2	Little skill <input type="checkbox"/> 2 <input type="checkbox"/> 3	Reasonable amount of skill <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4	Good skill <input type="checkbox"/> 4 <input type="checkbox"/> 5	Exceptionally good skill <input type="checkbox"/> 5	4
SUPERVISORY SKILL	Lacking in such skill <input type="checkbox"/> 1 <input type="checkbox"/> 2	Has skills but not enough <input type="checkbox"/> 2 <input type="checkbox"/> 3	Reasonably skilled <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4	Good skill <input type="checkbox"/> 4 <input type="checkbox"/> 5	Exceptionally good skill and experience <input type="checkbox"/> 5	4
ADAPTABILITY	Incompatible <input type="checkbox"/> 1 <input type="checkbox"/> 2	Alright but not good enough <input type="checkbox"/> 2 <input type="checkbox"/> 3	Reasonably sufficient <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4	Good adaptability <input type="checkbox"/> 4 <input type="checkbox"/> 5	Can definitely adapt well <input type="checkbox"/> 5	4
TOTAL						38

Recommendations for employment :

(YES) / NO / KIV

Comments : To offer the protege safety

Signature of Interviewer : [Signature] Basic salary : _____ Allowances : _____
 Reporting to : Wan Isahar Zamore Department : _____ Section : _____
 Commencing date : TBA Probation : _____ Others : _____
 Verified by HRD : _____ Approved by : _____ Date : _____

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : EMIR NAQQES BIN ALLAN SHAH Position : _____ Date : 3/2/2023

Interviewer's name : ANWAR Designation : HR Dept : HR

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 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>	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>	4
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>	4
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						40

Recommendations for employment : YES / NO / KIV APPROVE SYSTEM

Comments : TO OFFER TO PROTEGE

Signature of Interviewer : _____ Basic salary : _____ Allowances : _____

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

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

For Office Use : HRIS

Interview
Date:

Panel Interview :

Checked :
Date &
Initial

GalaxyAerospace
maintenance . repair . overhaul



Please Affix a
Recent Passport Size
Photograph

EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : EZMIR NAQQEES BIN AZLAN SHAH

Preferred Name : EZMIR Gender : Male [/] Female []

Old I/C No. : - New I/C No. : 980115-56-5877

Nationality : MALAYSIAN Passport No. : -

Date of Birth : 15-01-1998 Place of Birth : WP KUALA LUMPUR

Age : 25 Marital Status : SINGLE

Permanent Address (house)
10, JALAN 12/13 PETALING JAYA
46200 SELANGOR

Correspondence Address (mailing)
Effective Until : _____
SAME AS PERMANENT ADDRESS

Tel No. : (House) 03-79565469
(Mobile) 014 620 3926

Tel. No. : (House)
(Office)

Fax No. : - E-mail : ~~ezmirnaqqee~~ ezmirnaqqees@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) SM SAINS SELANGOR	01/2014	12/2015	PMR/PT3 Grade : Aggregate : SPM Grade : 9A Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) UNIVERSITI TEKNOLOGI PETRONAS	06/2016 07/2017	01/2022	Major : PETROLEUM ENGINEERING Minor : DRILLING ENGINEERING CGPA/Class : 3.55
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE/TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
SAFETY & HEALTH OFFICER	NATIONAL INSTITUTE OF SAFETY & HEALTH	JAN-APR 2023	BANDAR BARU BANGI

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)		• Are you familiar in operating a computer? Yes*/No
Bahasa Melayu	* Written	• List of PC Software that you are familiar with MICROSOFT.
English : ✓	EXCELLENT	
Others : _____	EXCELLENT	
		OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	PROJECT DIRECTOR, UNIVERSITY'S ROCK BAND COMPETITION 2019
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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			
MAIDEASY SDN BHD, CUSTOMER SERVICE	JUNE 2023	PRESENT		AS PER RESUME		-
TRANGLO SDN BHD, CUSTOMER SERVICE	JAN 2023	MAY 2023		AS PER RESUME		CHANGE OF WORKING ARRANGEMENT
BRANDT BUSINESS SERVICES SDN BHD, CUSTOMER SERVICE	JAN 2022	NOV 2022		AS PER RESUME		COMPANY'S RESTRUCTURE
TRANSCOSMOS SDN BHD, CUSTOMER SERVICES	SEPT 2021	DEC 2021		AS PER RESUME		LOCATION OF WORK-PLACE

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 1,111	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) : DA
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: RM 2,000.00		Resignation notice period : 1 MONTH ✓	

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

FULL ATTENDANCE

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 / NONSCEMPLOYEE)

Name : MR MALAIRESAN

Address :
TRANGLO SDN BHD,
BANGSAR SOUTH, KL

Tel No. : 011-3626 7104

Relationship : CUSTOMER SERVICE
DIRECT MANAGER,
TRANGLO SDN BHD.

Name : MR CHOONG TECK NAN

Address :
TRANGLO SDN BHD.
BANGSAR SOUTH, KL

Tel No. : 010-664 5205

Relationship : CUSTOMER SERVICE
TEAM LEADER
TRANGLO SDN BHD.

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 : 2/7/2023.

Ezmir Naqquees Bin Azlan Shah

Phone: 014-620 3926 | E-mail: ezmirnaqees@gmail.com

Graduate Petroleum Engineering with Honours

University graduate with a petroleum engineering major. Enthusiastic, a highly-motivated individual with proven leadership capabilities, likes to take the initiative and seek new challenges. Highly-capable leader, having led multiple senior class and university projects to completion. Possess 2 years of experience in customer service handling. Recently completed the Safety & Health Officer courses. Seeking a position with a reputable company to begin a career in a high-level professional environment that expands an individual's learnings, knowledge, and skills while making a significant contribution to the success of the company.

Personal Details

- Age: 25 years old
- Status: Single
- Race: Malay
- Height: 168cm
- Weight: 68kg
- Nationality: Malaysian

Hard Skills

- MS (Word, Excel, Powerpoint)
- Google (Docs, Sheets, Slides)
- AutoCAD
- C++
- Petrel
- SQL

Language Proficiency

- Malay - Native or Bilingual Proficiency
- English - Full Professional Proficiency
- Korean - Basics Korean Language

Soft Skills

- Teamwork
- Problem-Solving
- Communication
- Adaptability
- Critical Thinking
- Time Management

Educational Background

National Institute of Occupational Safety and Health
Competency Certificate of Safety and Health Officer (Part-Time)

*Bandar Baru Bangi, Selangor
Jan 2023-April 2023*

Universiti Teknologi PETRONAS
BSc in Petroleum Engineering with Honours (Major: Drilling Engineering)
Honor: Second Class Upper (CGPA: 3.55)

*Bandar Seri Iskandar, Perak
Jul 2017-Jan 2022*

Universiti Teknologi PETRONAS
Foundation Petroleum Engineering

*Bandar Seri Iskandar, Perak
Jul 2016-Jun 2017*

Sekolah Menengah Sains Selangor
Pure Science Stream - Sijil Pelajaran Malaysia (SPM)
Attended boarding school from Form 4-Form 5
SPM Result: 5 A+, 3 A, 1 A-

*Cheras, Kuala Lumpur
Jan 2014-Dec 2015*

Core Courses Taken

- Well Control
- Well Test Analysis
- Drilling Hydraulics
- Reservoir Geoscience
- Petroleum Economics
- Gas Field Engineering
- Health, Safety & Environment
- Offshore Drilling Engineering
- Reservoir Rock & Fluid Properties
- Reservoir Modelling & Simulation
- Well Logging & Formation Evaluation
- Engineering Economics & Entrepreneurship
- Introduction to Oil & gas Industry & Sustainable Development
- Solid Mechanics
- Fluid Mechanics
- Thermodynamics
- Statics & Dynamics
- Engineering Drawing
- Academic Writing

Internship

OvaChem Sdn. Bhd.

Sungai Besi, Kuala Lumpur

06/2020 - 12/2020, Drilling Fluid Lab Assistant

Ova Chem is a green business that aims to use sustainable materials to make its products. Its core product area is related to drilling fluid additives. The company has a research and development centre to develop new products and outsource their products to oil and gas businesses.

Responsibilities/Tasks:

- Ensured and maintained safety of personnel throughout conducting researches
- Provided mud QA/QC testing for chemicals and equipment to field personnel
- Maintained equipment calibration/repair schedule
- Maintained up-to-date inventory of testing equipment in the database
- Provided rapid response to requests for testing equipment and chemicals to Oilfield personnel
- Maintained adequate inventory of replacement parts, supplies for test equipment and chemicals

Work Experience

Maideasy Sdn. Bhd.

Kerinchi, Kuala Lumpur

06/2023 - Present, Customer Service Representative

Maideasy Sdn Bhd is a Malaysian start-up company that provides a simple platform for homeowners to book part time cleaners. Maideasy offers various cleaning services, including basic home cleaning, spring cleaning, move-in/move-out cleaning and post-renovation cleaning. The company's mission is to make home cleaning services accessible, reliable, and hassle-free for customers.

Responsibilities/Tasks:

- Ensured and managed daily job fulfillment between customers and cleaning crews
- Attended to customers' enquiries/complaints on issues related to booking, payment or experience via multiple channels
- Made outbound calls for feedback and sales purposes to the existing customers and first time users
- Assisted the cleaning crews whenever the crews faced with any challenges while carrying out their job

Tranglo Sdn. Bhd.

Kerinchi, Kuala Lumpur

01/2023 - 05/2023, Customer Service Representative

Tranglo Sdn. Bhd. is a Malaysian-based cross-border payments hub that provides global money transfer services to businesses and individuals. The company offers a range of payment solutions, including airtime top-ups, bill payments, prepaid cards, and e-wallets.

Responsibilities/Tasks:

- Attended enquiries and requests from customers via multi-channel (email, sms, phone call, live chat etc) pertaining to airtime recharge by providing appropriate solutions and alternatives within the time limits.
- Communicated with suppliers and partners on enquiries and cross-checking.
- Executed system monitoring/backup and troubleshooting escalated transactions.
- Executed product routing to different suppliers if an error occurs and sent broadcasts for affected services to all customers.

Brandt Business Services Sdn. Bhd.

Kerinchi, Kuala Lumpur

01/2022 - 11/2022, Customer Service Representative

Brandt Business Services is a leading Malaysian-based Business Consulting and Process Outsourcing (BPO) company providing outsourced customer service, telemarketing, sales, support, and next-generation contact centre solutions powered by Insights, AI, and cloud solutions.

Responsibilities/Tasks:

- Identified and assessed customers' needs via communication platform (emails and live chats)
- Escalated customer concerns to the relevant departments for further investigation
- Provided accurate, valid and complete information based on standard operating procedures
- Handled customer complaints and provided appropriate solutions and alternatives within the time limits

09/2021 - 12/2021, Customer Service Representative

Transcosmos (M) Sdn. Bhd. is a corporate business that offers cost reduction services and sales expansion services. The company combined superior human resources with up-to-date technological capabilities to enhance the competitive strength of our clients by providing them with superior and valuable services.

Responsibilities/Tasks:

- Provided professional services to customers via live chats
- Ensured all assigned cases were escalated and attended to the right department for the highest quality outcome
- Achieved key performance indicator targets
- Being a bridge between the consumers to relay information and queries that require further assistance.

Extra-Curricular Activities

Project Director of University's 2019 Rock Band Competition

Jan 2019-Sept 2019

An annual event by Universiti Teknologi PETRONAS encourages the community to showcase their talent in performing music known as Euphonious.

Contributions:

- Designed overall and specific plans for project executions with team members
- Communicated with stakeholders
- Monitored event's progress and preparations via routine discussion
- Analyzed and reviewed potential risks before running the main event

Asst. Head of Logistic Department of University's 2018 Rock Band Competition

Jan 2018- Sept 2018

Contributions:

- Determined and finalized the equipment needed for the event
- Communicated with various parties to make sure the required instruments/equipment were prepared
- Conducted quality and safety checking before execution of the event