

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : IDA NUR LIYANA BINTI NAZRI
NRIC

Preferred Name : IDA

Gender : Male [] Female [/]

Old I/C No. : 990623-03-5716

New I/C No. :

Nationality : MALAY

Passport No. :

Date of Birth : 23/06/1999

Place of Birth : KOTA BHARU, KELANTAN

Age : 25

Marital Status : SINGLE

Permanent Address (house)
2650A, KG. PENGKALAN NANGKA,
PENGKALAN CHEPA, 16100 KOTA BHARU,
KELANTAN

Correspondence Address (mailing)
Effective Until : _____
2650A, KG. PENGKALAN NANGKA,
PENGKALAN CHEPA, 16100 KOTA BHARU,
KELANTAN

Tel : (House)

Tel. No. : (House)

(Mobile) 010-4540089

(Office)

Fax No. :

E-mail : idaliyanaa@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) MAAHAD TAHFIZ SAINS TANAH MERAH	2012	2016	PMR/PT3 Grade : 5A,3B,2C Aggregate : SPM Grade : 4A,5B Aggregate :
A-Level/STPM/Matriculation(s) KOLEJ MARA KUALA NERANG	2017	2018	Result(s) : 3.81
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) BACHELOR OF ACCOUNTANCY (HONOURS) UNIVERSITI TEKNOLOGI MARA (UITM)	2018	2022	Major : ACCOUNTANCY Minor : CGPA/Class : 3.45 (SECOND CLASS UPPER)
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 Yes

	* Written	* Spoken
Bahasa Melayu		
English : _____	GOOD	GOOD
Others : _____		

• List of PC Software that you are familiar with
MICROSOFT OFFICE, SQL ACCOUNTING, UBS ACCOUNTING

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

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			
HANNAN MEDISPA SDN BHD (Account Assistant)	09/22	PRESENT	1Y,4M	<ul style="list-style-type: none"> - Handle full set accounting before submit to auditor. - Manage daily finance operations, Monitoring branches income and expenses. - Responsible for managing staff payroll - Manage purchasing activities for opening new branches - Perform administrative activities 	RM2,000	<ul style="list-style-type: none"> - Gain more experience related to accounting profession - Looking for growth and career development - Seek for a job that align with my goals
ATAREK KAMIL IBRAHIM & CO (Internship)	09/21	02/22	6 MONTH	<ul style="list-style-type: none"> - Perform audit activities for some dormant companies - Manage to complete one year full set accounting for client within 3 months 		

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 : <u>Yes, Car</u> 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: RM3,200		Resignation notice period : 1 MONTH	

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

Prepare full set accounting in a short time period

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 : NUR RAIHANAH BINTI AHMAD

Address : ATAREK KAMIL IBRAHIM & CO

: KOTA BHARU BRANCH

: _____

Tel No. : 019-941 6688

Relationship : SUPERVISOR (ATAREK KAMIL IBRAHIM)

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 : 19/01/2024