

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : ROS AINA NAJIHAH BINTI ROSLAN

Preferred Name : AINA

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 000920-08-0518

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 20 SEPTEMBER 2000

Place of Birth : HOSPITAL BESAR IPOH

Age : 24

Marital Status : SINGLE

Permanent Address (house)

NO 23, LALUAN JATI 1, TAMAN SRI MERU,
30020 IPOH, PERAK

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) 011-70321277

(Office)

Fax No. :

E-mail : rosainaroslan24@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)	JAN 2013	DEC 2017	PMR/PT3 : 6A 2B Aggregate : Grade : 1C 1D SPM Grade : 5A 4B Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	JUN 2018	FEB 2021	Major : MATHEMATICAL SCIENCE CGPA/Grade : 3.82
Degree Course(s)	APR 2021	AUG 2023	Major : MATHEMATICAL SCIENCE Minor : BIG DATA ANALYSIS CGPA/Class : 3.36
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?
Yes*/No

	* Written	* Spoken
Bahasa Melayu		
English : _____	EXCELLENT	GOOD
Others : JAPAN	AVERAGE	AVERAGE

• List of PC Software that you are familiar with
SPREADSHEET SOFTWARE, DATABASE, WORD PROCESSOR,
WEB BROWSERS AND PRESENTATION SOFTWARE

OTHER SKILLS (Please Specify)

MULTIMEDIA, ADIBE PHOTOSHOP, ADOBE ILLUSTRATOR

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	FRONTLINER OF NATIONAL COVID-19 IMMUNISATION PROGRAM IN MAYC CLUB
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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			
ADMIN & MARKETING AT M TRAVEL & TOURS SDN BHD	NOV 2023	PRESENT	3 MONTHS	<ul style="list-style-type: none"> Responsible for obtaining market research, such as current trends in their niche and the needs and desires of consumers. Create a target audience and build campaigns and promotions aimed of the group of customers. 	RM 1,800.00	The environment was toxic and there were some issue regarding epf and socso deductions.
INTERNSHIP AS DATA ANALYST AT MUQMEEN GROUP IPOH	MAC 2023	JUL 2023	4 MONTHS	<ul style="list-style-type: none"> Analyzing data using statistical techniques, implementing and maintaining databases. Gathering data from primary and secondary sources, identifying, analyzing and interpreting trends from the data. 	ALLOWANCE RM 500.00	Finish my internship for duration of 4 months to complete my degree
SALES ADMINISTRATOR AT DURRAR GLOBAL JEWELRY	JUN 2022	SEP 2022	3 MONTHS	<ul style="list-style-type: none"> Receive and process sale orders online, via phone or email. Check the accuracy of orders and issuing invoices, maintaining sales records, and compiling monthly sales reports. Administered a photoshoot of the jewellery that conduct by the company. Work as sales administrator for every semester break 	RM 1,500.00	End my semester break and continue study for diploma
FRONTLINER OF NATIONAL COVID-19 IMMUNISATION PROGRAM IN MAYC CLUB	AUG 2021	OCT 2021	2 MONTHS	<ul style="list-style-type: none"> Participated in the program of giving vaccine to Malaysian citizen to protect from COVID-19. Collaborated with other governmental agencies, NGOs, and environmental activists. Organize the registration as the sectarist for people at the vaccination centre. 	RM 100/DAY	The COVID-19 Immunisation program that conducted by MAYC has been finish
FOOD SERVICES CREW AT ALISA'S RESTAURANT	OCT 2020	NOV 2020	1 MONTH	<ul style="list-style-type: none"> Dealing with customer on food service and preparation 	RM 1,100.00	End of my semester break
COUNTER SERVER OF KFC RESTAURANT	MAY 2019	JUN 2019	1 MONTH	<ul style="list-style-type: none"> Accurately processed customers' transactions and maintained cash drawer. Assisted with maintaining stock. Provided exceptional customer service. 	RM 1,000.00	End of my semester break

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 1,800.00	Bonus (No. of months): _____ Contractual : <u>NO</u> Variable : _____	Do you possess your own transport Yes : <u>YES</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2 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) : <u>10</u> % Others _____ : _____ %	
Other Benefits (If any):			
Expected monthly salary: RM 2,100.00		Resignation notice period : 1 MONTH	

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

Taking on the responsibilities of the previous team head and finishing a project that needed me to work with a new team was one of my finest achievements. In addition to helping me gain recognition, practise collaboration, and put my talents to the test, the project helped the business increase efficiency and save money and time.

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

(If yes, please specify)

Yes, my current job is as an admin which is closely relevant with this application. Besides, I frequently interact with well-known and prominent people as well as celebrities whose wish to travel and perform the umrah, such as dato and datin.

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 : NOR SYAHIRAH BINTI ZAMBRI

Address :

NO 40, HALA CHEPOR 7,

TAMAN CHEPOR RAYA, 31200 IPOH,

PERAK

Tel No. :

011-37806475

Relationship :

FRIEND

Name : SYAMIRA SYAUQINA

Address :

NO 3, JALAN KEMUNING 2,

TAMAN KEMUNING, 42700 BANTING,

SELANGOR

Tel No. :

018-2661768

Relationship :

COUSIN

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 : 15 FEBRUARY 2024