

For Office Use : HRISInterview
Date:

Panel Interview :

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Date &
InitialPlease Affix a
Recent Passport Size
Photograph**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per NRIC : **SITI MARYAM BINTI MOHAMMAD FALZERI**Preferred Name : **MARYAM**

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : **990416-07-6996**Nationality : **MALAYSIA**

Passport No. :

Date of Birth : **16 APRIL 1999**Place of Birth : **PENANG, MALAYSIA**Age : **25 Y/O**Marital Status : **SINGLE**Permanent Address (house)
**BLOK J-3-29 PACIFIC PLACE
ARA DAMANSARA,
JALAN PJU 1A/4A ARA DAMANSARA,
47301 PETALING JAYA
SELANGOR**Correspondence Address (mailing)
Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) **013-2546855**

(Office)

Fax No. :

E-mail : **maryamfalzeri@gmail.com****FAMILY PARTICULARS**i) Name of Spouse :
(if applicable)

Occupation :

NOT APPLICABLE

Name of Employer :

Tel No. :

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

NOT APPLICABLE

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)	2012	2016	PMR/PT3 Grade : Aggregate : SPM Grade : PASS Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	2017	2019	Major : SECRETARIAL SCIENCE CGPA/Grade : 3.45
Degree Course(s)	2020	2024	Major : BUSINESS ADMINISTRATION Minor : HUMAN RESOURCE MANAGEMENT CGPA/Class : 3.62
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	GOOD	GOOD
English : _____		
Others : _____		

• List of PC Software that you are familiar with

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	
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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			
KPJ Sentosa KL Specialist Hospital (Secretary to Chief Executive Officer & Medical Director)	June 2020	Nov 2020	6M	<ul style="list-style-type: none"> ••Preparing and disseminating correspondence, memos and forms for Board of Director Meeting, Board of Management, Head of Services Meeting and etc. ••Submit daily report (In-Patient & Out-Patient and Revenue) to CEO and Finance Manager ••Answering phone calls and redirect them when necessary ••Managing the daily/weekly/monthly agenda and arrange new meetings and appointments ••File and update contact information of employees, customers, suppliers and external partners ••Support and facilitate the completion of regular reports in taking a filing system. ••Check frequently the levels of office supplies and place appropriate orders ••Assist admin department to renew the license hospital. ••Assist specialist to renew license at Malaysian Medical Council (MMC) 	RM1500	END OF CONTRACT
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 : _____	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:	Resignation notice period :		

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			
Galaxy Aerospace (M) Sdn Bhd Commercial Assistant Secretary Managing Director	Nov 2020	Oct 2022	1Y 11M	REFER BELOW	RM 1900	BETTER OFFER
<ul style="list-style-type: none"> •Organizing and attending meetings and ensuring the manager is well prepared for meetings such as Management Meeting •Process Director's correspondence, ensuring that incoming correspondence is dealt with by the Director/or on behalf of the Director •Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents •Provides high-level administrative support and assistance to the Managing Director •Manage Director's electronic diary, assessing priority of appointments and reallocation as necessary •Schedules and attends meetings, taking notes and recording minutes • Maintain and renew licence and certification for company using E-Perolehan System •Involved in event such as DSA, SAS (Aviation Exhibition) •Involved in new project hangar building at airport •Manage Director's travel arrangements •Maintain Director's office systems, including data management and filing •Monitoring a reporting manager's email or client's email and responding if required •Preparing communications on behalf of a director's •Ensure electronic agreements are filed in the shared drive and / or passed on to the relevant member of the team •Book meetings and conference calls, update calendars and ensure meeting rooms are booked when required •Assist the Commercial Managers in producing tenders and submission •Maintain filing of original documents and ensure these are easily retrievable 						
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 : _____	What type of transport license do you have? B2,D,Others(Please specify) : _____
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:		Resignation notice period :	

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			
Advanced Defence System Sdn Bhd Business Development Executive / Personal Assistant	Oct 2022	March 2023	6M	<ul style="list-style-type: none"> ••Provided logistical support for programs, meetings, and events, including room reservations, agenda preparation and calendar maintenance ••Prepared business presentations and proposals in order to showcase company's capabilities to clients ••Act as link between the organization and the clients to ensure all the project going smoothly ••Assist the manager to make inquiries on small projects and to handle them from start to finish ••Supported the BD Team for meetings by organizing spaces and materials, documenting discussion • Do personal task for BD Directors 	RM2940	BETTER OFFER
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 : _____	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:	Resignation notice period :		

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			
HONG LEONG BANK BERHAD CUSTOMER SERVICE & OPERATION EXECUTIVE	APRIL 2023	PRESENT		REFER BELOW	RM 3500	
<ul style="list-style-type: none"> • Providing excellent customer service to all bank customers, including addressing inquiries, resolving issues, and assisting with account-related transactions. • Handling customer complaints and ensuring that they are resolved in a professional and timely manner. • Educating customers about the bank's products and services, as well as helping them with account openings, loan applications, and other financial transactions. • Responding to customer inquiries through various channels, such as in-person interactions, phone calls, emails. • Processing customer transactions, including deposits, withdrawals, fund transfers, and check cashing. • Maintaining and balancing cash drawers and ensuring accuracy in all financial transactions. • Managing and overseeing the daily operations of the branch, including opening and closing procedures, security protocols, and compliance with banking regulations. • Assisting with the implementation and enforcement of bank policies and procedures to ensure operational efficiency and regulatory compliance. • Adhering to all banking regulations, policies, and procedures to ensure the security and confidentiality of customer information. • Conducting customer due diligence and adhering to anti-money laundering (AML) and Know Your Customer (KYC) guidelines. • Reporting any suspicious activities or transactions to the appropriate authorities as per regulatory requirements. • Identifying opportunities to cross-sell bank products and services to existing customers based on their financial needs and goals. • Referring customers to other bank representatives for specialized financial services such as investment advice, mortgage applications, or retirement planning. • Maintaining accurate records of customer interactions, transactions, and inquiries in the bank's database or customer relationship management (CRM) system. • Ensuring that all necessary documentation, such as account opening forms, loan applications, and disclosures, is completed accurately and in compliance with regulatory requirements. 						
Please use attachment for additional information.						

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT			TRANSPORTATION	
Basic monthly salary: RM 3500	Bonus (No. of months): 2 MONTHS Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u> / </u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : _____	
Allowances (Please specify if any) : Monthly Incentive Payment RM 190 - RM 250	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: RM 5000			Resignation notice period : 3 MONTHS	

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

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.

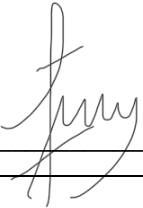
PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : **ELAINE LEE**
Address : **HONG LEONG BANK PJ CITY**
:
:
Tel No. : **012-387 9909**
Relationship : **MANAGER HLBB PJC**

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 : **08 February 2024**