

# INTERVIEW APPRAISAL FORM



Name : Abd. Amri Fareez Saiful Bin Abd. Rajak Position : Protege AMO in Kuching Date : 17/11/2022

Interviewer's name : Mohd Fahmi Bin Zakaria Designation : Dep. EC Dept Engineering

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>	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>	3
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>	5
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>	3
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>	3
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
<b>TOTAL</b>						<b>36</b>

Recommendations for employment :

**YES** / NO / KIV

Comments : No issue to adapt as he got fair experience in customer service

Signature of Interviewer : Fahmi Basic salary : 2,000 Allowances : -

Reporting to : Norkatrina Binti Kamarudin Department : Engineering Section : PGU Kuching


Commencing date : 15/12/22 or as agreed with candidate Probation : 8 Months Others : +4 Months

Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_




# ABD. AMRI FAREEZ SAIFUL BIN ABD. RAJAK

## CONTACT

 SI 1 Kampung Serambi Semariang,  
Bandar Baru Semariang, Jalan Sultan Tengah,  
Kuching, 93050, Sarawak.

 Abdulamrifareez@yahoo.com

 Mobile PH: +6013 7807408

## EXTRA CURRICULAR

### 2015

- Committee member of Minggu Destini Siswa Sesi Jun - Oktober 2015
- Participant of Komander Ko-Kesatria
- Participant of Kem ACHIEVE

### 2014

- Committee member of Kelab Diploma In Business Study
- Committee member of Bengkel Microekonomi
- Participant of Pertandingan Kawad Kaki Perdana
- Committee member of Program Kenali Ubat Anda
- Committee member of Minggu Destini Siswa Sesi November - April 2015
- Committee member of Bengkel Statistik

### Academic Award

#### 2014

Anugerah Dekan Sesi Jun 2013 - Oktober 2013

## PERSONAL INFORMATION

Fullname : Abd. Amri Fareez Saiful  
 Identity Card : 950524135483  
 Date of Birth : May 24<sup>th</sup>, 1995  
 Marital Status : Not Married  
 Weight/Height : 65 kg / 170 cm  
 Ethnicity : Malay  
 Religion : Muslim

## HIGHER EDUCATION



### Universiti Teknologi Mara

Diploma in Business In Business Management Year of 2013

**CGPA OF 3.10**

Bachelor of Business Administration (Hons.)

Finance

**CGPA OF 2.70**

## SECONDARY EDUCATION

Level	: Sijil Pelajaran Malaysia (SPM)
Course	: Science Accounting
School	: SMK Tunku Abdul Rahman
Completion	: 2012
Result	: 1A 3A- 2B+ 1B 1C+

Level	: Penilaian Menengah Rendah (PMR)
School	: SMK Tunku Abdul Rahman
Completion	: 2010
Result	: 3A 3B 2C

## CAREER EXPERIENCES



**KFC, Kentucky Fried Chicken**  
Cashier

### JOB SCOPE

Handle all customer payment and credit transactions. Attend meetings and trainings as scheduled and maintain the appearance of the showroom & work area.



**Agrobank**  
Credit Assistant

### JOB SCOPE

Responsible to promote Bank Product and assists officers by processing clients application.

## SKILL AND COMPETENCIES

- **Communication** : Good Communication Skills

- Communicated with diverse range of people from different level, field and industry, since I joined the KFC and LSC. It is part of work nature to be able to communicate and meeting the clients for business and building social relationship.

- **Teamwork** : Able to work in a team

I have been practising it in my current job and would have no problem to work in a team. KFC and LSC is an Organisation that emphasis team spirit as one of the core values that a employee should have.

- **Time & Management** : Able to manage time

I have worked with KFC and LSC before which I am tied with heavy work load and due date. Thus, I would have no problem to manage my task and time efficiently and effectively.

- **IT/Computer Skill** : Familiar with at least these basic software

Microsoft Office 2007, 2010, and 2011, including Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Publisher. Visio. Windows XP, Windows Vista, Windows 7. Safari, Internet Explorer, Mozilla Firefox and Google Chrome

## REFERENCES

**Ikhwan Naguib Bin Jusoh**

Lecturer Faculty of Law  
UiTM Cawangan Sarawak Kampus Mukah  
Email: ikhwannaguib@uitm.edu.my  
PH1: 014 500 8983

**Shahril Aswad Bin Mohammed**

Credit Officer, Serian Branch  
Email: Shahril.Aswad@agrobank.com.my  
PH1: 010 9651 992  
PH2: 082 876 823

**For Office Use : HRIS**Interview  
Date:

Panel Interview :

Checked :  
Date &  
InitialPlease Affix a  
Recent Passport Size  
Photograph**EMPLOYMENT APPLICATION  
FORM****PERSONAL PARTICULARS**

Name as per NRIC : ABD. AMRI FAREEZ SAIFUL BIN ABD. RAJAK

Preferred Name : AMRI

Gender : Male [  ] Female [  ]

Old I/C No. :

New I/C No. : 950524-13-5483

Nationality : MALAYSIA

Passport No. :

Date of Birth : 24 MEI 1995

Place of Birth : KUCHING, SARAWAK

Age : 27 YEARS OLD

Marital Status :

Permanent Address (house)  
SL 1 KAMPUNG SERAMBI JALAN SULTAN  
TENGAH 93050 KUCHING SARAWAKCorrespondence Address (mailing)  
Effective Until : \_\_\_\_\_  
SL 1 KAMPUNG SERAMBI JALAN SULTAN  
TENGAH 93050 KUCHING SARAWAK

Tel No. : (House)

Tel. No. : (House)

(Mobile) 013-9931532

(Office)

Fax No. :

E-mail : Abdulamrifareez@yahoo.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.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	2008	2012	PMR/PT3 Grade : Aggregate : SPM Grade : 4A 3B Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	2013	2015	Major : BUSINESS MANAGEMENT CGPA/Grade : 3.10
Degree Course(s)	2016	2019	Major : FINANCE Minor : CGPA/Class : 2.7
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

Bahasa Melayu : \_\_\_\_\_  
English : \_\_\_\_\_  
Others : \_\_\_\_\_

* Written	* Spoken
EXCELLENT	EXCELLENT

• List of PC Software that you are familiar with

### 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			
KFC	2013	2013		CASHIER		STUDY
LEA SPORT CENTRE	2015	2015		PROMOTER		STUDY
AGROBANK	2020	2021		CREDIT ASSISTANT		CAREER DEVELOPMENT
TELEKOM MALAYSIA	2022	Current		CUSTOMER SERVICE		

**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) : _____ _____D
Allowances (Please specify if any) : RM 1800	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : RM 100	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others _____ : _____ %	
Other Benefits (If any):			
Expected monthly salary: RM 400		Resignation notice period :	

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 / NONSCEMPLOYEE)**

Name : ABANG NAZIRUL AFIQ  
Address : OCIM SDN BHD, KEMENA LAND  
DISTRICT SAMALAJU INDUSTRIAL  
SARAWAK  
Tel No. : 013 820 2205  
Relationship :

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 : 17 / 11 / 2022 \_\_\_\_\_