

INTERVIEW APPRAISAL FORM



Name: NUR ATHEERAH BINTI AZHAR

Position: PRODUCTION PLANNER

Date: 16 JUNE 2022

Interviewer's name : AMRAN SHAH MASNON

Designation: CHIEF ENGINEER

Dept : AMO

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
TRAITS	Nervous and embarrassed	Stiff and embarrassed	comfortable and at ease	Alert and free of tension	Unusually self possessed / alert	8
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced suits job very well	3
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	4
MOTIVATION & AMBITION	No motivation and ambition	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	Ambitious, high aims, planned aims, of success	4
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
SUPERVISORY	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
TOTAL						40

Recommendations for employment

YES

Comments To become PPC

Signature of Interviewer:
Reporting to
Commencing date:

Amran Shah
Chief Engineer
15/7/2022

Basic salary
Department
Probation
Approved by

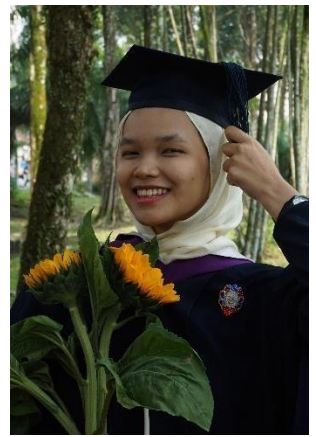
RM 2,000.00
AMO

Verified by HRD

NUR ATHEERAH BINTI AZHAR

E-MAIL : atheera_may4131@yahoo.com

TEL : +6013-3114159 (Hp)



Personal Particulars

I.C Number	:941116-14-6234	Nationality	:Malaysian
Age	:28	Marital Status	:Single
Gender	:Female	Religion	:Islam
Race	:Malay	Date of Birth	:16 th November 1994
		Place of Birth	:Kuala Lumpur

Postal Address :No 7, Jalan Damai Jasa 1, Alam Damai, 56000
Cheras, Kuala Lumpur.

Educations

University Kuala Lumpur Malaysian Institute of Aviation Technology

Bachelor of Aircraft Engineering Technology (HONS) in Avionics

January 2016 - January 2019

CGPA: 3.43

(Credit transferred for two semesters)

University Kuala Lumpur Malaysian Institute of Aviation Technology

Diploma in Engineering Technology in Avionics Maintenance

July 2012 - July 2015

CGPA : 3.60

Courseworks

- **Sun-tracking Parasol (mini Arduino mock up project)**
 - Develop a mock up parasol that opens when button is pushed down. Vice versa.
 - A parasol that moves according to the light (sunray) intensity
- **Voice recognition Based wireless LED display (final year Arduino project)**
 - A display that display words coming from the voice
 - Bluetooth connection in between android (voice) and led display
 - Using a voice-to-text application on android

Skills

- Microsoft Words ★★★★★
- Microsoft PowerPoint ★★★★★
- Microsoft Excel ★★★
- Adobe Photoshop ★★★
- Photography ★★★
- Speak and Write in English, Bahasa and Korean ★★★

Work Experiences

1. Asian Aviation Centre of Excellence (AAACE)

Sepang

January 2015 –

July 2015 Position:

Intern

2. Transmile Malaysia

Subang

September 2015 –

October 2015 Position:

Intern

3. Asian Aviation Centre of Excellence (AAACE/CAE)

Glenmarie

July 2018 –

December 2018

Position: Intern

Job Scopes:

- Maintenance of the simulator are done regularly/everyday (mainly cockpit)
- Carry out flight test every twice in a week to make sure the sim is in good condition and ready to be use by crews.
- Update the visual database for new airports to be installed in the simulator system
- Aligning the visual database, to meet the required criteria.
- Carry out tests for certification purposes (included motion, visual, sound, flight tests)
- Changing oil for motion legs once in a week to ensure simulator moves according to the system.
- Keeping flight log for record purposes

4. Longwealth Plt (Private marketing firm for financial services)

Kuala Lumpur

November 2020 – currently

Position: Finance cum Administrator Executive

Job Scopes:

- Produce the calculation of commission of consultants/agents (MS Excel)
- Maintaining record & monitor sales produced for each consultants/agent
- Updating daily transaction records and assisting with payroll administration.
- Maintains accounts payable and accounts receivable records.
- Reviewing and processing reimbursement
- Processing bonuses for agents and employees
- Order supplies and equipment; maintains service contracts on office equipment.
- Administration duties;
 - Answer the telephone and provides exceptional customer service to internal and external customers.
 - Draft reports
 - Develop and maintain a filing system
 - Maintain supplies inventory
 - Write email to agencies and companies
 - Resolve administrative problems

References

Mohammad Faizal Mohd Shariff
UniKL Malaysian Institute of Aviation Technology
mdfaizal@unikl.edu.my
0123640680

Mohd Shafian Bin Pardi
Director of Longwealth Plt.
shafianms@gmail.com
0123118324

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : NUR ATHEERAH BINTI AZHAR

Preferred Name : ATHEERAH

Gender : Male [] Female []

Old I/C No. :

New I/C No. : 941116-14-6234

Nationality : Malaysian

Passport No. :

Date of Birth : 16th November 1994

Place of Birth : Kuala Lumpur

Age : 28

Marital Status : Single

Permanent Address (house)

No 7, Jalan Damai Jasa 1, Alam Damai, 56000 Cheras, Kuala Lumpur

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) 013-3114159

(Office)

Fax No. :

E-mail : atheera_may4131@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)			PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) Diploma in Engineering Technology in Avionics Maintenance	July 2012	July 2015	Major : CGPA/Grade : 3.60
Degree Course(s) Bachelor of Aircraft Engineering Technology (HONS) in Avionics	January 2016	January 2019	Major : Minor : CGPA/Class : 3.43
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

* Please indicate (Average, Good, Excellent)

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

COMPUTER LITERACY

• Are you familiar in operating a computer?

Yes* / No

• 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			
Asian Aviation Centre of Excellence (AACE)	January 2015	July 2015		Intern		End of contract
Asian Aviation Centre of Excellence (AACE/CAE)	July 2018	December 2018		Intern <ul style="list-style-type: none"> • Maintenance of the simulator are done regularly/everyday (mainly cockpit) • Carry out flight test every twice in a week to make sure the sim is in good condition and ready to be use by crews. • Update the visual database for new airports to be installed in the simulator system 		End of contract
Longwealth Plt (Private marketing firm for financial services)	November 2020			Finance cum Administrator Executive <ul style="list-style-type: none"> • Produce the calculation of commission of consultants/agents (MS Excel) • Maintaining record & monitor sales produced for each consultants/agent • Updating daily transaction records and assisting with payroll administration. • Maintains accounts payable and accounts receivable records. • Reviewing and processing reimbursement • Processing bonuses for agents and employees 	RM 2,500	

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 2,500	Bonus (No. of months): <u>3</u> Contractual : _____ 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) : _____
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: RM 3,200		Resignation notice period : 4 weeks	

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

Learning on finance which was not in my educational field and it is a new and great experience for me

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 :	_____	Name :	_____
Address :	_____	Address :	_____
:	_____	:	_____
:	_____	:	_____
Tel No. :	_____	Tel No. :	_____
Relationship :	_____	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 : 4/7/2022 _____