

INTERVIEW APPRAISAL FORM



Name: AZWA EDORA BINTI JANSON

Position: PRODUCTION PLANNER

Date: 11 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	3
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
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
<b>TOTAL</b>						<b>34</b>

Recommendations for employment

YES

Comments To become PPC

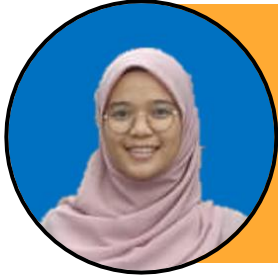
Signature of Interviewer:  
Reporting to  
Commencing date:

*Amran Shah*  
Chief Engineer  
15/7/2022

Basic salary  
Department  
Probation  
Approved by

RM 2,000.00  
AMO

Verified by HRD



# AZWA EDORA BINTI JANSON

## CAREER OBJECTIVE

Individuals who are highly dedicated and able to give full commitment to the assigned task. Always eager to build a career that contributes to the development of society and intends to improve and advance themselves in the field.

## WORK EXPERIENCES

### [JAN - MAR 2020] WAITER/CHEF – SEK. MEN. KEB. KEMBURONGOH (RANAU)

- Preparing specific food items and meal components for students.
- Collaborating with the culinary team to ensure high-quality food and service.

### [OCT - DEC 2019] WAITER/CHEF - MEDAN SELERA (SARAWAK)

- Welcoming and seating guests, communicate with them and taking orders.
- Collaborating with the culinary team to prepare customer orders.

### [JUNE - AUG 2019] WAITER – RESTAURANT TEMPAYAN CAFE (RANAU)

- Welcoming and seating guests, communicate with them and taking orders.
- Collaborating with the culinary team to prepare customer orders.

### [JUNE - SEPT 2018] HUMAN RESOURCES ASSISTANT – PEJABAT DAERAH (RANAU)

- Handle and implement HR matter accordingly to company procedure.
- Provide overall administrative support to office in HR scope.

### [JUNE - AUG 2017] WAITER – RESTAURANT IKMAL (TAMBUNAN)

- Welcoming and seating guests, communicate with them and taking orders.
- Offering recommendations to upsell appetizers, desserts, or drinks.

### [JAN - AUG 2016] CASHIER/WAITER – CLOTH SHOW

- Welcoming and seating guests, communicate with them and taking orders.
- Perform task to receive payments and issuing receipts for customer.

### [OCT - NOV 2015] WAITER/CHEF – SEK. KEB. KERANAAN (RANAU)

- Preparing specific food items and meal components for students.
- Collaborating with the culinary team to ensure high-quality food and service.

## EDUCATIONAL BACKGROUND

2016 - 2020	<b>UNIVERSITI MALAYSIA SARAWAK (UNIMAS)</b> Bachelor's Degree of Social Sciences (Hons) in Industrial Relations and Labor Studies   CGPA 2.76
2013 - 2014	<b>SEK. MEN. KEB. MAT SALLEH, RANAU</b> Malaysian Higher School Certificate (STPM)   CGPA 2.67
2008 - 2012	<b>SEK. MEN. KEB. KEMBURONGOH, RANAU</b> Malaysian Certificate of Education (SPM)   1A 1B+ 3B 1C+ 1C 2D

## ACHIEVEMENT

- UNIVERSITI MALAYSIA SARAWAK (UNIMAS) | 2018**
- Participant - Manage and Plan for Ranau District Futsal Tournament

## ACTIVITY INVOLVEMENT

- UNIVERSITI MALAYSIA SARAWAK (UNIMAS) | 2016 - 2018**
- Participant - Domestic Inquiry and Labour Court Hearings
  - Committee Member - Blood Donation Campaign
  - Participant - Successful Corporate Leader
  - Participant - MASS CPR Awareness and Training Programme

## PERSONAL DETAILS

- Address:**  
Ranau, Sabah
- Contact:**  
+60 14 331 6376
- Age:**  
27 Years Old
- E-mail:**  
azwaedoraawa@gmail.com

## COMPUTER SKILLS

Microsoft Word	: Advance
Microsoft PowerPoint	: Advance
Microsoft Excel	: Intermediate

## LANGUAGE SKILLS

	SPEAKING/WRITING
Malay	: Advance
English	: Intermediate

## PERSONAL STRENGTH

- Strong work ethic
- Adaptability
- Problem resolution
- Good leadership skills
- Time management

## REFERENCE

**MDM. CLAUDIA JITON,**  
Academic Advisor,  
Faculty of Social Sciences,  
Universiti Malaysia Sarawak (UNIMAS)  
+60 14 882 9626 | jclaudia@unimas.my

**AWANG MASHABI B. AWANG MOHAMAD,**  
Final Year Project Supervisor,  
Faculty of Social Sciences,  
Universiti Malaysia Sarawak (UNIMAS)  
amamashabi@unimas.my

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



**EMPLOYMENT APPLICATION  
FORM**

**PERSONAL PARTICULARS**

Name as per : AZWA EDORA BINTI JANSON  
NRIC

Preferred Name : AZWA

Gender : Male [ ] Female [ / ]

Old I/C No. : -

New I/C No. : 950102-12-6376

Nationality : MALAYSIAN

Passport No. : -

Date of Birth : 2 JANUARY 1995

Place of Birth : KLINIK BUNDU TUHAN

Age : 27

Marital Status : SINGLE

Permanent Address (house)  
KAMPUNG KARANAAN PETI SURAT 175,  
89308 RANAU SABAH.

Correspondence Address (mailing)  
Effective Until : \_\_\_\_\_  
-SAME AS PERMANENT ADDRESS -

Tel : (House) -  
No.

(Mobile) 014 331 6376

Tel. No. : (House) -

(Office) -

Fax No. : -

E-mail : azwaedoraawa@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) SMK.KEMBURONGOH, RANAU	01/2008	12/2012	PMR/PT3 : 1A,5B,1C, Aggregate : Grade : 1D SPM Grade : 1A-,3B,2C, Aggregate : 2D,1E
A-Level/STPM/Matriculation(s) SMK MAT SALLEH RANAU	06/2013	12/2014	Result(s) : 2B,2C+ / 2.67
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) BACHELOR OF SOCIAL SCIENCE {Hons} INDUSTRIAL RELATIONS AND LABOUR STUDY , UNIVERSITI MALAYSIA SARAWAK	09/2016	08/2020	Major : INDUSTRIAL RELATIONS Minor : LABOUR STUDY CGPA/Class : 2.76/2
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
MOCK TRIAL LABOUR COURT HEARING	IRLS CLUB	3 MARCH 2018	KUCHING COURT
E-CIREX -COMPARATIVE INDUSTRIAL RELATION EXHIBITION	IRLS CLUB	21 MAY 2019	UNIMAS
OSH DAY	IRLS CLUB	12 APRIL 2019	UNIMAS
SOCIOLOGY OPEN DAY	IRLS CLUB	20 APRIL 2019	UNIMAS
SOD PROJECT	IRLS CLUB	25-27 APRIL 2019	UNIMAS

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	EXCELLENT	EXCELLENT
English : <u>GOOD</u>	GOOD	GOOD
Others : <u>DUSUN</u>	EXCELLENT	EXCELLENT

- Are you familiar in operating a computer? Yes\*/No
- List of PC Software that you are familiar with  
MICROSOFT OFFICE (WORDS,POWERPOINT,EXCEL)

### OTHER SKILLS ( Please Specify)

VIDEO AND IMAGE EDITING

### EXTRACO-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	CHESS - NATIONAL LEVEL IRLS CLUB (RENTAS SEMPADAN PROGRAMME) - INTERNATIONAL SUBUR (SECRETARY) - UNIVERSITY DIKIR BARAT CLUB ( TREASURER )- UNIVERSITY MARCHING COMPETITION - WINNER ( UNIVERSITY )
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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			
WAITER/CHEF – SMK KEMBURONGOH (RANAU)	01/2020	03/2020	3 MONTHS	<ul style="list-style-type: none"> <li>• Preparing specific food items and meal components for students.</li> <li>• Collaborating with the culinary team to ensure high-quality food and service.</li> </ul>	RM 800	COVID-19 PANDEMIC
WAITER/CHEF- MEDAN SELERA (SARAWAK)	10/2019	12/2019	3 MONTHS	<ul style="list-style-type: none"> <li>• Welcoming and seating guests, communicate with them and taking orders.</li> <li>• Collaborating with the culinary team to prepare customer orders.</li> </ul>	RM 1,100	END OF MY STUDY IN SARAWAK
WAITER– RESTAURANT TEMPAYAN CAFE (RANAU)	06/2019	08/2019	3 MONTHS	<ul style="list-style-type: none"> <li>• Welcoming and seating guests, communicate with them and taking orders.</li> <li>• Collaborating with the culinary team to prepare customer orders.</li> </ul>	RM 900	CONTINUE MY STUDY
HUMAN RESOURCES INTERN PEJABAT DAERAH (RANAU)	06/2018	09/2018	3 MONTHS	<ul style="list-style-type: none"> <li>• Handle and implement HR matter accordingly to department procedure.</li> <li>• Provide overall administrative support to office in HR scope.</li> </ul>	-	CONTINUE MY STUDY
WAITER– RESTAURANT IKMAL (TAMBUNAN)	06/2017	08/2017	3 MONTHS	<ul style="list-style-type: none"> <li>• Welcoming and seating guests, communicate with them and taking orders.</li> <li>• Offering recommendation to upsell appetizers, desserts ,or drinks.</li> </ul>	RM 800	CONTINUE MY STUDY
CASHIER/WAITER– CLOTH SHOW	01/2016	08/2016	8 MONTHS	<ul style="list-style-type: none"> <li>• Welcoming and seating guests, communicate with them and taking orders.</li> <li>• Perform task to receive payments and issuing receipts for customer.</li> </ul>	RM 700	CONTINUE MY STUDY

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 1,200	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) : None
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): HOUSE, RESTAURANT CAR ( USE TO GO TO WORK BY CARPOOL WITH FELLOW WORKER )			
Expected monthly salary: RM 1,500		Resignation notice period : 1 MONTH	

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

I got awarded as a best staff for two years.

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

(If yes, please specify) Yes, I have working experience in a government sector. My works include preparing documents to all people who come to the office, typing and manage letters that needed and communicate with people who have questions regarding their matters in that office.

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

Yes, I have been interviewed before for the administrative position on 11 June 2022.

### PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)

Name : MADAM CLAUDIA JITON

Address : FACULTY OF SOCIAL SCIENCE,  
UNIVERSITI MALAYSIA SARAWAK

Tel No. : 014 882 9626

Relationship : ACADEMIC ADVISOR

Name : MR. AWANG MASHABI

Address : FACULTY OF SOCIAL SCIENCE,  
UNIVERSITI MALAYSIA SARAWAK.

Tel No. : -

Relationship : FINAL YEAR PROJECT SUPERVISOR

### 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 JUNE 2022 \_\_\_\_\_