

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial

Please Affix a
Recent Passport Size
Photograph**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per NRIC : **RAJA MURUL ADILAH BT. RAJA AZIZ**Preferred Name : **ADILAH** Gender : Male [] Female []Old I/C No. : **930131-10-5648** New I/C No. :Nationality : **MALAYSIA** Passport No. :Date of Birth : **31/1/1993** Place of Birth : **SML KLANG**Age : **30** Marital Status : **SINGLE**Permanent Address (house) Correspondence Address (mailing)
Effective Until : _____**No. 1 JALAN PULAU ANGSA
410/47 SUNWAY ALAM SURIA
40170 SHAH ALAM**Tel No. : (House) Tel. No. : (House)
(Mobile) **012-2477410** (Office) **017-8474969**Fax No. : E-mail : **rajanwuladilah@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)	2010	2010	PMR/PT3 Grade : Aggregate : SPM Grade : GA 1B 2C Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	2011	2014	Major : DIPLOMA IN ACCOUNTING INFORMATION SYSTEM CGPA/Grade : 3.18
Degree Course(s)	2015	2018	Major : BACHELOR OF ACCOUNTANCY (HONS) Minor : CGPA/Class : 2.72
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	• List of PC Software that you are familiar with SRL, UBS, MYOB, MICROSOFT WORD, EXCEL
	GOOD A GOOD	GOOD GOOD	
			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			
1. SOLARA SYSTEM (M) SDN BHD	JUNE 2023	CURRENT	1M	- HANDLE FULL SET OF ACCOUNT - HANDLING DAY TO DAY ACCOUNTING OPERATION - PREPARE BANK RECONCILE, AR & AP RECONCILE	RM3900	LOST FAR FROM HOME
2. AR EASTERN SON BHD (RADA SAWIT SB - G7 GLOBAL AEROSPACE SB - AEROBUZZ SB - AEROPERKASA SB)	APR 2019	JUNE 2023	4Y 2M	- KEY-IN DATA IN ACCOUNTING SYSTEM - HANDLE FULL SET OF ACCOUNT - LIAISE WITH AUDITOR FOR CLOSING OF ACCOUNT - PREPARE APPLICATION OF BG, IG & FACILITY - PREPARE PROFIT ANALYSIS FOR EVERY PROJECTS - INITIATE ALL PAYMENT - PREPARE FTI PAYMENT & SUBMIT TO BANK	RM4,350	ENHANCE MORE SKILL ON ACCOUNT SIDE
Please use attachment for additional information. - OTHERS REFER TO RESUME						

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 2,500.00	Bonus (No. of months): _____ 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) : <u>B2</u>
Allowances (Please specify if any): 1,000.00 (G7 GLOBAL AEROSPACE) 750.00 (AEROBUZZ)	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	Other Benefits (If any):
Expected monthly salary: 4,000 (NEGOTIABLE)	Resignation notice period : 2 WEEKS AFTER RESUME LO		

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

- GET MORE KNOWLEDGE REGARDING ON BG (FINANCE JOE), TENDER APPLICATION (ADMIN SIDE), CALCULATION OF PCB, EPF, SOCSO (HR SIDE) & OTHERS

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

(If yes, please specify)

NO

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 / NONSCEMPLOYEE)

Name : OSMADY NIZARUDDIN BIN OSY

Address : AR EASTERN SON BHD

Tel No. : 012-2012141

Relationship : EXECUTIVE DIRECTOR

Name : MOHD AIJUDDIN AKMAL

Address : BIN ROSCI
AA ASSOCIATES CHARTERED

Accountant

Tel No. : 614-6311419

Relationship : AUDIT EXECUTIVE

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 : 25/7/23