

# INTERVIEW APPRAISAL FORM



Name: HAIQAH MAISARAH Position: TOOLS STORE Date: 26/10/2022

Interviewer's name: JASMALIZAM JAMALUDIN Designation: E. C Dept: AMO

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	4
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	4
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced. suits job very well 5	3
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	3
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	5
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	3
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	2
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
<b>TOTAL</b>						<b>34</b>

Recommendations for employment :

**YES** / NO / KIV

Comments : RECOMMENDED TO HIRE AS A STAFF

Signature of Interviewer : Basic salary : Rm 2000.00 Allowances : .....

Reporting to : MOHD FAZLIE ADAM Department : AMO Section : .....

Commencing date : 1 - NOV - 2022 Probation : ..... Others : .....

Verified by HRD : ..... Approved by : ..... Date : .....

# INTERVIEW APPRAISAL FORM



Name: Hawdah Mairarah Faisal Position: Tools Store Date: 26/10/22  
 (21 y.o) Interviewer's name: Ejm / Jol Designation: \_\_\_\_\_ Dept: \_\_\_\_\_

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
	1	2	3	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications. Diploma/Degree	
	1	2	3	4	5	
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	
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	
	1	2	3	4	5	
<b>TOTAL</b>						

Recommendations for employment : YES / NO / KIV  
 Comments : energetic, talkative, clear in communication. Prefer work with A/c.

Signature of Interviewer : \_\_\_\_\_ Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_  
 Reporting to : \_\_\_\_\_ Department : \_\_\_\_\_ Section : \_\_\_\_\_  
 Commencing date : Anytime Probation : \_\_\_\_\_ Others : \_\_\_\_\_  
 Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

- Strength
- 1) team player
  - 2) friendly / happy go lucky
  - 3) eager learn new thing

- Weaknesses
- 1) time (can work under pressure)
  - 2) talkative. but ceria.

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &amp;

Initial

**GalaxyAerospace**

maintenance . repair . overhaul

Please Affix a  
Recent **Passport** Size  
Photograph**EMPLOYMENT APPLICATION  
FORM****PERSONAL PARTICULARS**Name as per : HAIDAH MAISARAH BINTI FIZAL  
NRICPreferred Name : HAIDAHGender : Male [ ] Female []

Old I/C No. :

New I/C No. : 011205-14-1442Nationality : MALAYSIA

Passport No. :

Date of Birth : 05 / 12 / 2001Place of Birth : KUALA LUMPURAge : 21Marital Status : SINGLE

Permanent Address (house)

12, Jalan Nova US191B, Subang  
Bestari, 40150 Shah Alam

Correspondence Address (mailing)

Effective Until : \_\_\_\_\_

Tel No. : (House) —

Tel. No. : (House)

(Mobile) 0126834094

(Office)

Fax No. :

E-mail : haidahmaisarah@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.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	JANUARY 2014	DECEMBER 2018	PMR/PT3 Grade : Aggregate : SPM Grade : 4B4C Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	JUNE 2019	AUGUST	Major : AIRCRAFT MAINTENANCE CGPA/Grade : 3.54
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
SAFETY MANAGEMENT	MAS	07/03/22	HANGAR 6
FUEL TANK SAFETY	MAS	09/03/22	HANGAR 6
E.W.I.S.T	MAS	10/03/22	HANGAR 6
OCCUPATIONAL SAFETY	MAS	13/03/22	HANGAR 6

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?  
Yes\*/No

	* Written	* Spoken
Bahasa Melayu		
English : <u>Good</u>	Good	Good
Others : _____		

• List of PC Software that you are familiar with

### OTHER SKILLS ( Please Specify)

### EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements  
or Current  
Involvement

STUDENT COUNCIL

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			
AIRCRAFT TECHNICIAN TRAINEE	03/22	08/22	6 MONTHS	ASSISTED AND PARTICIPATED IN PERFORMING MAINTENANCE ACTIVITIES INCLUDING COMPONENTS REMOVAL AND INSTALLATION, REPAIR, TESTING, AND TROUBLESHOOTING ON AIRCRAFT AND ITS COMPONENTS		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 : <u>CAR</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2, D</u>
Allowances (Please specify if any) :	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	Interest rate : _____ %
Other Benefits (If any):			
Expected monthly salary: <u>RM 1700 - RM 2000</u>		Resignation notice period :	

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

TRAINED

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 : ~~FISAL BIN MATRORIK~~

Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

Tel No. : \_\_\_\_\_

Relationship : \_\_\_\_\_

Name : AFIQAH BINTI ADDOL

Address : B-13-01, THE OLIVE,

: JALAN SUNSURI A, 43900

: SEPANG, SELANGOR

Tel No. : 017 392 9112

Relationship : FRIEND

**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 : h

Date : 25 / 10 / 2022



# HAIDAH MAISARAH

## PROFILE

I am an Aircraft Maintenance student from Polytechnic Banting Selangor college. With a current CGPA of 3.54. I have finished my industrial training at Malaysia Airlines Berhad, Base Maintenance and Workshop for 6 months. Experienced working with wide body aircraft A330 performing C-check, A380 performing A-check and B737 performing cabin interior . I'm seeking a position where I can use my aircraft engineering educational background and enhance my aviation expertise to help the firm.

## CHARACTER REFERENCES

**Faizal Ikhwan Bin Nor Azlan (LAE)**  
M.A.B Engineering Department, Base Maintenance & Workshops,  
Hangar Production Line 4 (A330), Hangar 6, South Support Zone, 64000, KLIA  
(+60108126737)  
faizalikhwan.norazlan@malaysiaairlines.com

**Nur Azrin Binti Mohd Azham**  
M.A.B Engineering Department, Base Maintenance & Workshops,  
Hangar Production Line 4 (A330), Hangar 6, South Support Zone, 64000, KLIA  
(+60136068262), (+60387773156 )  
nurazrin.mohdazham@malaysiaairlines.com

## HOW TO REACH ME

Home: 03-7831-8094  
Cell: 012-6834-094  
Email: haidahmaisarah@gmail.com  
Address: 12 Jalan Nova U5/91B Subang Bestari, 40150 Shah Alam Selangor  
Indeed: Haidah Maisarah Fisal

## SKILLS

- Can communicate in Bahasa Melayu and English
- Know how to use basic software such as Microsoft word, excel, and PowerPoint
- Can cooperate effectively in group work
- Familiar with hand tools

## EDUCATIONAL TRAINING

### SMK Subang Bestari

#### SPM

- Treasurer in netball club
- Committee member
- secretary of mathematic and science club

### Politeknik Banting Selangor

#### Diploma Aircraft Maintenance

- Current CGPA: 3.54
- Attended from 2019 to 2022
- Student Representative Council
- Residential College exco
- Industrial training at Malaysia Airline Berhad
- subject : basic aerodynamics, material hardware, industrial safety and health, non-destructive testing, pneumatics and hydraulics, aviation legislation, turbine aeroplane, aerodynamics structure and systems, gas turbine engine and propeller

## ACHIEVEMENT

- Participated in CAT A CAAM exam
- Organised program under student council
- Received 'Head of Department's Awards' for 4 semester



**HADAH MAISARAH**

**FISAL**

## »» About me ««

Age:21

Gender: female

Birthday: 05/12/2001

Location: Shah Alam,

Selangor

Telephone:0126834094

Email:haidahmaisarah@g

mail.com

## »» Education

June 2019 - June 2022  
Politeknik Banting Selangor  
Diploma in Aircraft Maintenance

## »» Work Experience

March 2022 - July 2022  
Aircraft Maintenance Technician trainee  
Malaysia Airline Berhad

1. Have experience working with wide-body aircraft performing C-Check on Airbus A330-300, performing A- Check Airbus A380-900 and Cabin Interior Maintenance on Boeing B737-800.
2. Gained practical experience of tool handling and management by assisting engineers and technicians with various tasks.
3. Cultivated excellent working relationships with other industrial workers by proactively assisting in difficult tasks and practicing good work place ethics by maintaining a clean and safe working environment.
4. Completed all tasks efficiently and timely, as instructed by industrial managers.

## »» Campus Experience

June 2019 - June 2022  
Politeknik Banting Selangor

- ◆ Member of Student Representative Council. Responsible for the day-to-day management of the association, regularly hold regular meetings, and negotiate and distribute the relevant work of the association.
- ◆ Member of Student Residential Exco.Hold politeknik-level programs many times and lead the members of the association to complete various tasks in the process of organizing, such as: communication with lecture, sponsorship, competition planning, prize purchase, and maintaining order.
- ◆ Received ' Head of Department's Awards' for 3 semesters

## »» Self-evaluation

- ◆ Internship experience in Malaysia Airline Berhad Engineering. Familiar with the working environment and work system of approved part-147 MRO, have a good sense of team work, be able to work under pressure, and properly complete the work in accordance Aircraft Maintenance Manual.
- ◆ Good physical quality, strong communication and expression skills, organization and coordination skills, strong execution, a certain degree of leadership and team spirit, can quickly adapt to the new working environment.





**EXACT**  
TRAINING CONSULTANT

(SA0057362-V)

# *Sijil Penghargaan*

*Dengan ini diakui bahawa*

**HAIDAH MAISARAH BINTI FISAL**

*telah menjayakan dengan cemerlang sebagai*

**PESERTA**

**KEM KEPIMPINAN ORGANISASI  
POLITEKNIK BANTING SELANGOR**

*Tarikh :*

05 – 06 September 2020  
bersamaan  
17 – 18 Muharram 1442H

*Tempat :*

Politeknik Banting Selangor

**(MOHD FAZLI BIN ABDUL MANAF)**

Pengarah Urusan  
Exact Training Consultant

G362, Jalan 5, Kosmopleks  
Bandar Baru Salak Tinggi  
43900 Sepang  
Selangor Darul Ehsan  
Tel. : 013-620 2004, 019-208 2004  
Faks : 03-8210 5060  
E-mel : exact2u@gmail.com  
Web : www.exact.com.my



*Beyond Excellence  
Beyond Performance*

**ANUGERAH KETUA JABATAN  
POLITEKNIK BANTING SELANGOR**


**SIJIL ANUGERAH KETUA JABATAN**

Dengan sukacitanya  
Jabatan Penyenggaraan Pesawat  
Politeknik Banting Selangor  
menganugerahkan  
**Sijil Anugerah Ketua Jabatan**  
kepada

**HAIDAH MAISARAH BINTI FISAL**  
**NO.K/P : 011205141442**  
**NO.PENDAFTARAN : 24DAM19F1025**

kerana telah menunjukkan prestasi akademik yang cemerlang  
dengan mendapat **Purata Nilai Mata (PNM)** bersamaan atau melebihi **3.50**  
pada Peperiksaan Akhir Semester bagi Program

**DIPLOMA KEJURUTERAAN PENYENGGARAAN PESAWAT**  
**( SEMESTER 4 )**  
**SESI DISEMBER 2020**

  
( **MUHAMMAD ISWAN BIN MOHD AYOB** )

Ketua Jabatan  
Jabatan Penyenggaraan Pesawat  
Politeknik Banting Selangor



### ACADEMIC TRANSCRIPT (PROVISIONAL)

**NAME** : HAIDAH MAISARAH BINTI FISAL  
**REG.NO** : 24DAM19F1025  
**IC NO** : 011205-14-1442  
**PROGRAMME** : DIPLOMA ENGINEERING IN AIRCRAFT MAINTENANCE  
**INTAKE SESSION** : JUNE 2019  
**STATUS** : COMPLETED  
**DATE** : 6 OCTOBER 2022

CODE	COURSE	CREDIT	GRADE	STATUS	CODE	COURSE	CREDIT	GRADE	STATUS
<b>FIRST SEMESTER (JUNE 2019)</b>					Grade Point Average (GPA) : 3.88				
DBM10013	ENGINEERING MATHEMATICS 1	3.0	C+		Cumulative Grade Point Average (CGPA) : 3.49				
DWM10012	MATHEMATICS	2.0	C		Credit Earned : 22.0				
DWM10022	PHYSICS	2.0	C+		Total Credits : 65.0 / 95.0				
DWM10082	BASIC AERODYNAMICS	2.0	B		<b>SHORT SEMESTER 2021</b>				
DWM10203	TECHNICAL DRAWING AND CAD	3.0	A-		DUE50032	ENGLISH COMMUNICATIVE 3	2.0	A-	
DWM10212	INDUSTRIAL SAFETY AND HEALTH	2.0	A-		MPU22012	ENTREPRENUERSHIP	2.0	A	
MPU21012	PENGAJIAN MALAYSIA	2.0	A		Grade Point Average (GPA) : 3.84				
MPU24611	ASKAR WATANIAH 1	1.0	A		Cumulative Grade Point Average (CGPA) : 3.51				
Grade Point Average (GPA) : 3.06					Credit Earned : 4.0				
Cumulative Grade Point Average (CGPA) : 3.06					Total Credits : 69.0 / 95.0				
Credit Earned : 17.0									
Total Credits : 17.0 / 95.0									
<b>SECOND SEMESTER (DECEMBER 2019)</b>					<b>FIFTH SEMESTER (I : 2021/2022)</b>				
DBM20023	ENGINEERING MATHEMATICS 2	3.0	B-		DWM40414	ENGINEERING WORKSHOP 2	4.0	A-	
DWM20032	ELECTRICAL FUNDAMENTALS	2.0	A-		DWM50172	PROPELLER	2.0	B	
DWM20062	MATERIALS AND HARDWARE	2.0	B+		DWM50313	AERO ENGINEERING PRACTICAL	3.0	A	
DWM30042	ELECTRONIC FUNDAMENTALS	2.0	A		DWM50424	AIRCRAFT STANDARD PRACTICES	4.0	A-	
DWM30092	HUMAN FACTORS	2.0	A+		DWM50433	PROPELLER PRACTICES	3.0	A-	
MPU23052	SAINS, TEKNOLOGI & KEJURUTERAAN DALAM ISLAM	2.0	A+		Grade Point Average (GPA) : 3.65				
MPU24711	ASKAR WATANIAH 2	1.0	B+		Cumulative Grade Point Average (CGPA) : 3.54				
Grade Point Average (GPA) : 3.52					Credit Earned : 16.0				
Cumulative Grade Point Average (CGPA) : 3.27					Total Credits : 85.0 / 95.0				
Credit Earned : 14.0									
Total Credits : 31.0 / 95.0									
<b>THIRD SEMESTER (JUNE 2020)</b>					<b>SIXTH SEMESTER (II : 2021/2022) - ENGINEERING INDUSTRIAL TRAINING</b>				
DUE30022	COMMUNICATIVE ENGLISH 2	2.0	A-		<b>Company</b> : MALAYSIA AIRLINES BERHAD (TRAINING, ENGINEERING & MAINTENANCE), 1ST FLOOR, HANGAR 6, SOUTH SUPPORT ZONE, 64200, KLIA, SELANGOR, DARULKEHSAAN.				
DWM30052	DIGITAL TECHNIQUES/ ELECTRONIC INSTRUMENT SYSTEMS	2.0	B		<b>Duration</b> : 07 MAC 2022 - 22 JULAI 2022.				
DWM30302	PNEUMATICS AND HYDRAULICS	2.0	A		<b>Remarks</b> : EXCELLENT				
DWM30453	AVIONIC PRACTICES	3.0	B		Cumulative Grade Point Average (CGPA) : 3.54				
DWM40233	NON-DESTRUCTIVE TESTING	3.0	B+		Credit Earned : 10.0				
Grade Point Average (GPA) : 3.36					Total Credits : 95.0 / 95.0				
Cumulative Grade Point Average (CGPA) : 3.30									
Credit Earned : 12.0									
Total Credits : 43.0 / 95.0									
<b>FOURTH SEMESTER (DECEMBER 2020)</b>					-----End of results-----				
DJJ40132	ENGINEERING AND SOCIETY	2.0	B		NO ALTERATION OR ADDITION IS HEREBY AUTHORIZED. COMPUTER GENERATED AND NO AUTHORIZED SIGNATURE IS REQUIRED.				
DWM20072	MAINTENANCE PRACTICES	2.0	A		THE DETAILS ARE SUBJECT TO APPROVAL BY THE POLYTECHNIC BOARD OF EXAMINATION AND AWARD FOR CERTIFICATION.				
DWM20404	ENGINEERING WORKSHOP 1	4.0	A+						
DWM30113	TURBINE AEROPLANE, AERODYNAMICS, STRUCTURES AND SYSTEMS	3.0	A						
DWM30122	HELICOPTER AERODYNAMICS, STRUCTURES AND SYSTEMS	2.0	A						
DWM40102	AVIATION LEGISLATION	2.0	A-						
DWM40152	GAS TURBINE ENGINE	2.0	A+						
DWM40312	AERO ENGINEERING MANAGEMENT	2.0	A						
DWM40443	POWER PLANT PRACTICES	3.0	A+						

**ABBREVIATION**

ICFI - COURSE EXEMPTION      ICTHI - CREDIT TRANSFER HORIZONTAL      IC1I - FAIL FOR 1<sup>ST</sup> ATTEMPT      ICAL - COMPIARY ATTEMPT