

**For Office Use : HRIS**

Interview

Date:

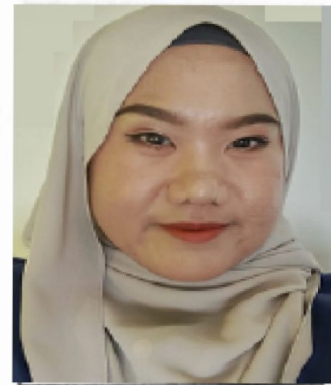
Panel Interview :

Checked :

Date &

Initial

**Galaxy Aerospace**   
maintenance . repair . overhaul



**EMPLOYMENT APPLICATION  
FORM**

**PERSONAL PARTICULARS**

Name as per : **NURAIYAH BINTI MOHD KALIS**  
NRIC

Preferred Name : **AISYAH**

Gender : Male [ ] Female [  ]

Old I/C No. :

New I/C No. : **980531-14-5020**

Nationality : **MALAYSIA**

Passport No. :

Date of Birth : **31 MAY 1998**

Place of Birth : **KUALA LUMPUR**

Age : **26**

Marital Status : **SINGLE**

Permanent Address (house)

**A-03-17 INTAN APARTMENT, 8  
JALAN INTAN 4,  
TAMAN PUCHONG INTAN,  
47150 PUCHONG, SELANGOR**

Correspondence Address (mailing)

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

Tel No. : (House)

Tel. No. : (House)

(Mobile) **011-11319037**

(Office)

Fax No. :

E-mail : **aisyahkalis18@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) SMK TTDI JAYA			PMR/PT3 Grade : 4A, 3B, 1E Aggregate : SPM Grade : 2A, 2B Aggregate : 2C, 2D, 1E
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) POLITEKNIK SULTAN IDRIS SHAH			Major : ELECTRONIC ENGINEERING (COMMUNICATION) CGPA/Grade : 3.21
Degree Course(s) UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)			Major : ENGINEERING Minor : ELECTRONIC CGPA/Class : 3.03
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	EXCELLENT	EXCELLENT
English : _____	GOOD	GOOD
Others : _____		

### COMPUTER LITERACY

• Are you familiar in operating a computer?

Yes  No

• List of PC Software that you are familiar with  
MICROSOFT OFFICE (WORDS, EXCEL, POWER POINT)

### OTHER SKILLS (Please Specify)

- AUTOCAD, MULTISIM, MATLAB, PROTEUS

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

Highest Achievements or Current Involvement	- BRONZE MEDAL IN HUMAN INTERACTION TECHNOLOGY CATEGORY IN MINI INNOVATION & TECHNOLOGY (INOTER) 2023.
---	--


## 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			
- JESS TECHNOLOGY SPN · BHD	JUL 2021	SEPT 2021		- Assisted in troubleshooting and repairing electronic components - control numbering, sorting, filing, storing of both electronic and hard copy documents		Intern Trainee
- GALAXY AEROSPACE SPN · BHD	DEC 2018	APR 2019		- Assisted in the design and modelling of components		Intern Trainee

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 : <input checked="" type="checkbox"/> _____ No : <input type="checkbox"/> _____	What type of transport license do you have? B2,D,Others(Please specify) : <u> D </u>
Allowances (Please specify if any) :  Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) _____ Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary:		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.	
<b>PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)</b>	
Name : PROFESSOR MADYA DR. MAISARAH BINTI ABU	Name : _____
Address : UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTEM)	Address : _____
Tel No. : 16019 217 593	Tel No. : _____
Relationship : ACADEMIC ADVISOR	Relationship : _____
<b>DECLARATION</b>	
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 : <u></u>	Date : <u>05/01/2024</u>



# NURAI SYAH BINTI MOHD RAIS

aisyahhrais98@gmail.com

+601111319837

47150, Puchong, Selangor

## PROFILE SUMMARY

I am a fresh graduate with a degree in Electronic Engineering eagerly seeking a position with a company that offers opportunities for career growth and advancement and allows me to utilize my educational background and experience to become an essential asset to the company. Possess excellent interpersonal abilities and a wide range of technical skills. Enjoy being part of a team, managing, motivating, and training a productive team, and thrive in high-pressure and challenging working environments.

## EDUCATION

### Universiti Teknikal Malaysia Melaka (UTeM)

2019 - 2023

- Bachelor of Electronic Engineering with Honours

**CGPA: 3.03**

### Politeknik Sultan Idris Shah

2016 - 2018

- Diploma in Electronic Engineering (Communications)

**CGPA: 3.21**

## WORK EXPERIENCE

### Jess Technology Sdn Bhd (Intern Trainee)

Jul 2021 - Sept 2021

- Assisted in troubleshooting and repairing electronic components PCB board under the guidance of senior technicians
- Control numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams and project
- Participated in team meetings to discuss ongoing projects and contribute ideas for process improvement

### Galaxy Aerospace Sdn Bhd (Intern Trainee)

Dec 2018 - Apr 2019

- Assisted in the design and modeling of components such as stand colour smoke
- Collaborated with senior engineers to refine designs concepts and incorporate feedback
- Provided team members and leadership with documentation such as design specification and status report

## SKILLS

---

- AutoCAD software
- Multisim software
- MATLAB software
- Proteus software
- Microsoft Office (Words, Excel, PowerPoint)

## LANGUAGES

---

- Malay (Advanced)
- English (Intermediate)

## EXTRA-CURRICULAR ACTIVITIES

---

- Participated in FKEKK –MINI INOTEK 2023 2023
- Completed Practical Training conducted by Jess Technology Sdn Bhd 2021
- Completed Practical Training conducted by Galaxy Aerospace Sdn Bhd 2019
- Head program of Convocation 12th 2017
- Head program of Drug Registration 2017

## ACHIEVEMENTS & AWARDS

---

- Bronze Medal in Human Interaction Technology Category in Mini Innovation & Technology (INOTEK) 2023.
- 5G Installation and Testing course under Kementerian Pengajian Tinggi (KPT)
- Machine Learning Onramp with MATLAB
- Cisco Networking Academic CCNA 2 Switching, Routing and Wireless Essentials
- Cisco Networking Academic CCNA 3 Enterprise Networking, Security and Automation
- Received Certificate Architectural Draughtsman – Level 1

## ADDITIONAL INFORMATION

---

### QUALIFICATION

- Registered Graduate Engineer with Board of Engineers Malaysia (BEM)
- Niosh-TM Safety Passport (NSTMP)

Driving Licences : Yes (D)

Type Possess Own Transport : Car

Willing to travel : Yes

## REFERENCE

---

• **Lim Wooi Shyang**  
Technical / Inventory Manager  
shyang@jesstechnology.my  
+60380669611

• **Professor Madya Dr. Maisarah Binti Abu**  
Lecturer Universiti Teknikal Malaysia Melaka (UTeM)  
maisarah@utem.edu.my  
+60 19 317 593

**PEJABAT PENDAFTAR**

Tel : +606 270 2846/1963 | Faks : +606 270 1034

Rujukan Kami (Our Ref) : UTEM.(S).02.12.03/600-4/7/2  
(B021910156)  
Rujukan Tuan (Your Ref) :  
Tarikh (Date) : 16 Mac 2023

**NURAI SYAH BINTI MOHD RAIS**  
A-03-17 INTAN APARTMENT, JALAN INTAN 4,  
TAMAN PUCHONG INTAN  
47150 PUCHONG  
SELANGOR

Saudara/i,

**PENGESAHAN TAMAT PENGAJIAN**

**NAMA : NURAI SYAH BINTI MOHD RAIS**  
**NO. MATRIK : B021910156**  
**PROGRAM : IJAZAH SARJANA MUDA KEJURUTERAAN ELEKTRONIK DENGAN KEPUJIAN**

Dimaklumkan bahawa Mesyuarat Senat Khas Bil 1/2023 pada **15 Mac 2023** telah mengesahkan keputusan saudara/i di dalam Peperiksaan Akhir Semester I Sesi 2022/2023 adalah seperti berikut:

**KEDUDUKAN BAIK ANUGERAH**

Saudara/i layak **menamatkan pengajian** dan dianugerahkan:

**IJAZAH SARJANA MUDA KEJURUTERAAN ELEKTRONIK DENGAN KEPUJIAN**

2. Pihak Universiti mengucapkan tahniah dan semoga berjaya dalam apa jua bidang yang akan saudara/i ceburi kelak.

Sekian, dimaklumkan.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**  
**"KOMPETENSI TERAS KEGEMILANGAN"**

Saya yang menjalankan amanah,



**MISDOM BIN LAN**  
Timbalan Pendaftar Kanan  
Bahagian Pengurusan Akademik  
Pejabat Pendaftar  
b/p Naib Canselor

**PEJABAT PENDAFTAR**

Tel : +606 270 2846/1963 | Faks : +606 270 1034

Rujukan Kami (Our Ref) : UTeM.600-6/5/7 (B021910156)  
Rujukan Tuan (Your Ref) :  
Tarikh (Date) : 16 Mac 2023

**NURAI SYAH BINTI MOHD RAIS**  
A-03-17 INTAN APARTMENT, JALAN INTAN 4,  
TAMAN PUCHONG INTAN  
47150 PUCHONG  
SELANGOR

Dear Sir/ Madam,

**CONFIRMATION OF COMPLETION STUDY**

**NAME** : NURAI SYAH BINTI MOHD RAIS  
**MATRIC NO.** : B021910156  
**PROGRAMME** : BACHELOR OF ELECTRONIC ENGINEERING WITH HONOURS

Kindly be informed that the Senate Special Meeting No. 1/2023 on **15 March 2023** has agreed to endorse your final examination result as follows :

**GOOD STANDING (AWARD)**

therefore you have successfully completed your study and the University has agreed to confer you :

**BACHELOR OF ELECTRONIC ENGINEERING WITH HONOURS**

2. The University congratulates you on your achievement and wishes for success in your chosen career.

Thank you.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**  
**"KOMPETENSI TERAS KEGEMILANGAN"**

Yours faithfully,



**MISDOM BIN LAN**  
Senior Deputy Registrar  
Academic Management Division  
Universiti Teknikal Malaysia Melaka  
For and on behalf of the Vice Chancellor





**Universiti Teknikal Malaysia Melaka**  
Hang Tuah Jaya,  
76100 Durian Tunggal,  
Melaka, Malaysia.

+606 270 1000  
+606 270 1022  
www.utem.edu.my

## PEJABAT PENDAFTAR

Tel : +606 270 1962 | Faks : +606 270 1034 (+606 270 1067)

Our Ref : UTEM.600-6/5/7 (26)  
Your Ref :  
Date : 16 Mac 2023

### TO WHOM IT MAY CONCERN

Dear Sir/Madam,

**NAME** : NURAI SYAH BINTI MOHD RAIS  
**MATRIC NO.** : B021910156  
**ID NO** : 980531145820  
**PROGRAMME** : BACHELOR OF ELECTRONIC ENGINEERING WITH HONOURS  
**SEMESTER ENROLLED** : SEMESTER I SESSION 2019/2020  
**END OF STUDIES SEMESTER** : SEMESTER I SESSION 2022/2023

Kindly be informed that Universiti Teknikal Malaysia Melaka (UTeM) is a public University duly established under the Ministry of Higher Education, Malaysia vide the University and University Colleges Act 1971.

We are pleased to verify that the above named is a student of Universiti Teknikal Malaysia Melaka (UTeM). The courses in all programmes are conducted and assessed entirely in English.

Thank you.

**“EXCELLENCE THROUGH COMPETENCY”**

Yours faithfully,

**MISDOM BIN LAN**  
Senior Deputy Registrar  
Academic Management Division  
Universiti Teknikal Malaysia Melaka  
for and on behalf of the Vice Chancellor

SEBUAH UNIVERSITI TEKNIKAL AWAM

