

INTERVIEW APPRAISAL FORM

Name : HARITH 122AT BIN DHAR HUYAM Position : PROTECTOR Date : 21/6/23

Interviewer's name : ANWARUL CABIMOR Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Appears to lack energy <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Good physical appearance <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Appears fit and alert <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Exceptionally energetic <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
TRAITS	Nervous and embarrassed <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Stiff and uncomfortable <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	comfortable and at ease <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Alert and free of tension <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Unusually self possessed/alert <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Submissive, and argumentative <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Reasonably self assured <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Shows self confidence <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Self assured and inspires confidence <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Not well defined or expressed <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Makes sense <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Convincing thoughts <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Exceptionally good and logical <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
EXPERIENCE	No experience at all <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Experience not suitable but helpful <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Fair experience <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Experience suits job <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Experienced, suits job very well <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
EDUCATION	No education at all <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Basic education but not enough <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Sufficient education <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Has relevant qualifications and certificates <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Little interest, seems to be complacent <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Definite future wants to succeed <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Little skill <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Reasonable amount of skill <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Good skill <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Exceptionally good skill <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Has skills but not enough <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Reasonably skilled <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Good skill <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Exceptionally good skill and experience <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
ADAPTABILITY	Incompatible <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Alright but not good enough <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Reasonably sufficient <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Good adaptability <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	Can definitely adapt well <div style="text-align: right;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/></div>	4
TOTAL						40

Recommendations for employment: YES / NO / KIV

Comments : PROTECTOR available 3/12/23 Agreed

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM



Name : HARITH IZZAT BIN IZHAR ZULHISHAM Position : PROTÉGÉ TRNG EXEC Date : 12/06/2023

Interviewer's name : ADAM ZAFRAN GEORGE ABDULLAH Designation : TRAINING MANAGER Dept : TRAINING

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">3</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>	4
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;">3</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	3
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	4
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;">3</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	4
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;">3</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	4
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">3</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	4
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3</div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	4
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>	3
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">2</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	3
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">3</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>	3
TOTAL						36

Recommendations for employment :

(YES) / NO / KIV

Comments : RECOMMENDED FOR PROTÉGÉ TRAINING EXECUTIVE POSITION. ABLE TO START ON 03 JULY 2023

Signature of Interviewer : [Signature] Basic salary : RM2000-00 ^{E.I.E} Allowances : N/A ^{E.I.E} RM2000

Reporting to : ADAM ZAFRAN GEORGE Department : TRAINING Section : TRNG

Commencing date : 03/07/2023 Probation : _____ Others : _____

Verified by HRD : _____ Approved by : _____ Date : _____

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
Initial**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per : HARITH IZZAT BIN IZHAR ZULHISHAM
NRICPreferred Name : Gender : Male [] Female []

Old I/C No. : 990404-13-5469 New I/C No. :

Nationality : MALAYSIAN Passport No. :

Date of Birth : 04/04/1999 Place of Birth : KUCHING, SARAWAK

Age : 24 Marital Status : SINGLE

Permanent Address (house)
2A, JALAN TIANG SERI, U8/73A, BUKIT JELUTONG, 40150
SHAH ALAM
SELANGOR
Correspondence Address (mailing)
Effective Until : _____

Tel No. :	(House)	Tel. No. :	(House)
	(Mobile) 0193394336		(Office)
Fax No. :		E-mail :	harithzat@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)	01/2012	12/2016	PMR/PT3 : Aggregate : Grade : SPM Grade :1A 2A- 3B+ 1B 2C+ Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	06/2018	02/2021	Major : PUBLIC ADMINISTRATION CGPA/Grade : 3.45
Degree Course(s)	03/2021	03/2023	Major : ADMINISTRATIVE/ HUMAN RESOURCE Minor : FINANCE CGPA/Class : 3.57
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

<u>Title(s)</u>	<u>Organised by</u>	<u>Date attended</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

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

• List of PC Software that you are familiar with
MICROSOFT WORD, EXCEL, POWER BI, POWERPOINT

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			
SELANGOR STATE GOVERNMENT	07/2022	10/2022		INVOLVED IN MANAGING VARIOUS TASK AND PROJECTS, RESPONSIBLE IN ESTABLISHING SELANGOR CLIMATE CHANGE COUNCIL, CONDUCTING RESEARCH, PREPARING DRAFTS AND REPORTS, FILING, ETC	RM800	END OF INTERNSHIP PERIOD

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) : D
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:		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.

PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : NAZREEN BIN NAZIR

Address : KAMPUNG TANJUNG JAMBU,
27200, KUALA LIPIS PAHANG

Tel No. : 0104175370

Relationship : FRIEND

Name : MUHAMMAD NORIRFAN

Address : NO 14, JALAN 5/12A BANDAR TASIK
KESUMA, BERANANG, SELANGOR

Tel No. : 0102944344

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 : HARITH HAZZAT

Date : 08/06/2023

HARITH IZZAT BIN IZHAR ZULHISHAM

Shah Alam, MY | P: +6019-3394336 | harithzat@gmail.com

EDUCATION

UNIVERSITY TECHNOLOGY MARA

Bachelor of Administrative Science & Policy Studies (Hons)

April 2021 - March 2023

Major in Administrative and Human Resources; Minors in Legal and Finance.

Cumulative CGPA: 3.57 / 4.0; Dean's List 2021-2023

Relevant Coursework: Organizational Behavior, Project Management, International Relations, Economics, Ethics.

UNIVERSITY TECHNOLOGY MARA

Diploma in Public Administration

June 2018 - March 2021

Cumulative CGPA: 3.45 / 4.0; Dean's List 2019 - 2021

Relevant Coursework: Economics, Political Science, Legal, Accounting, Information Technology, Public Policy

WORK EXPERIENCE

SELANGOR STATE GOVERNMENT Selangor, MY Management Trainee Intern

July 2022 – Oct 2022

- Involved as a State Government Representative in a contract meeting between international businesses such as SSDU Innovation, INTCO, and SMG Selangor. (Demonstrate good communication and organizational skills)
 - Involved in various tasks and projects, such as establishing Selangor Climate Change Council and installing Solar Panels project around Selangor. (Ability to independently manage a variety of tasks simultaneously).
 - Experiencing and being exposed to the company operations and working directly with the Local Authority department in Administrative and Managerial roles. (Being able to solve problems on oneself and quickly adapt to different environments).
 - Liaised with clients, secretaries, external stakeholders, and personal assistants regarding queries, documentation, and reports on projects or business. (Maintaining positive relationships, identifying growth opportunities, and mitigating potential problems).
-

UNIVERSITY RESEARCH PROJECTS

**Research Title: UNDI18: The Impact on our Political Landscape In Malaysia:
A Case Study in Seremban**

Feb 2023

- Effectively collected data from David Easton's system theory and communication skills during the interview. (Discourse analysis SPSS).
- Lead projects with improved and advanced reporting skills during research for findings. (Enable time slacks formula to keep track, information specialist, great attention to detail and accuracy).
- One-year consistent project of minor thesis or research report of the qualitative study. (Acquire consistency, ability to self-motivate, set goals and meet deadlines with a sense of urgency)

EXTRACURRICULAR

PARTICIPATED IN

- English Creative Video Competition (2021)
- Contemporary Challenges on Public Personnel Administration Talk with a Representative from Bosnia and Herzegovina (2021)
- ABL Language Week (2019)

COMMITTEE MEMBER IN

- Representative Local Council Simulation UNDI18 (2020) - (NGO Leadership program, acquire influencing, critical thinking, research, interpersonal, and relationship-building skills).
 - Class Representative for three consecutive semesters. (2020 - 2021) - (Advocate for classmates and to help ensure that the academic environment is conducive to learning and personal growth).
 - Batch Representative for ASCAR Week Program: Forum by Astro Awani Journalist (2019)
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ACHIEVEMENTS

- Vice Chancellor Award - University Technology MARA (UiTM) (2023)
 - Four Consecutive Dean's List Awards - Bachelor of Administrative Science and Policy Studies (2021 - 2023)
 - Four Consecutive Dean's List Awards - Diploma in Public Administration (2018 - 2021)
-

RELATED SKILLS AND LANGUAGE

Technical Skills

- Advanced in Microsoft Office (Word, Powerpoint, Excel, Outlook, Teams), Canva, and Google;
- Proficient in SPSS, Microsoft Project, and Organizational Analysis;
- Essential in Power BI, Supervised Machine Learning

Languages

- Bahasa Malaysia (Native & Full Professional)
 - English (Professional Working)
-

REFERENCES

Dr. Wan Ahmad Tirmizi
FYP Supervisor
UiTM Machang, Kelantan
60 17-613 9776
wtirmizi@uitm.edu.my

Puan Shazila Binti Sharudin
Assistant Director
Selangor State Government Secretary's Office
60 12-333 6851
shazila@selangor.gov.my