

INTERVIEW APPRAISAL FORM



Name : WAN NUR ADDINIE BINTI WAN MOHD. RAFFIQ Position : CAMO PROTEGE Date : 14/04/2023

Interviewer's name : AMIR BIN ABDULLAH Designation : DCAMM Dept : CAMO

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>	5
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>	5
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>	5
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>	2
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>	5
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>	4
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>	4
TOTAL						42

Recommendations for employment : YES / NO / KIV
 Comments : Candidate is well prepared. Able to explain about CAMO quite well.

Signature of Interviewer : [Signature] Basic salary : _____ Allowances : 2000
 Reporting to : Zaty/Amir Department : CAMO Section : TS
 Commencing date : _____ Probation : _____ Others : _____
 Verified by HRD : _____ Approved by : _____ Date : _____

accommodation - cheras
transport - car.

TS - technical
- service provider

CAMO - manage technical manual & document

activities

2408601



WAN NUR ADDINIE

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Phone: +601110835258

Address: Lot 302, Kg Belukar, Jalan Telipot, 15150 Kota Bharu, Kelantan

Age: 26 Years Old

Gender: Female

Nationality: Malaysian

Malay (Excellent in oral & writing)

English (Intermediate in oral & writing)

Ms Word

Ms Excel

Ms Powerpoint

Google Slides / Sheet /

Zoom / Google Meet

WK Procurehere [Bidding]

Perolehan

PowerWizard

IDB CIMS

Assault

Systemes® CATIA™ V5

Solidworks

4ATLab

Willing To Relocate: Yes

Assess Transport: Yes

Marital Status: Single

Expected Monthly Salary: MYR 2,500.00 (Negotiable)

Availability: After notice period of 1 month

2016 - 2020
Bachelor of Aerospace Engineering (Hons.)
Universiti Putra Malaysia

2013 - 2015
Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Kebangsaan Sultan Ismail

August 2020 - Now
Admin Executive cum Operations executive
HR & Project Management Department
Banggu Timur Enterprise, Kota Bharu, Kelantan

- Work Description**
- Executed and monitored staff performance and attendance.
 - Prepared monthly maintenance schedule and daily progress report according to Operation Manager.
 - Managed project documentation such as preparation of tender, company documents and certificates.
 - Managed sales documentation such as invoice, purchase order, delivery order and others.
 - Replying emails and inquiries from clients and prospects.
 - Handled customer complaints during or after project completion properly.
 - Recorded contact information of customers and potential customers in internal database.

June 2019 - September 2019
Business Defence Industrial Trainee
MTC Engineering Sdn Bhd, Shah Alam

- Work Description**
- Produced comprehensive documentation for pioneering cloud seeding rocket project.
 - Solved missile ejection formula for specific rocket design prototype.
 - Completed daily meetings and presentation for material developments on explosives and ejection issues.
 - Overcame crisis for problem arise using calm, empathic, and rational manner.

October 2018 - January 2019
Customer Service cum Logistic Coordinator
IT Service Centre
Techouz Specialist, Serdang, Selangor

- Work Description**
- Handled logistics of materials for companies and clients.
 - Received and processed inorganized orders into inventory management system and keeping the inventory updated daily.
 - Actively listened to customers' requests, confirming full understanding before addressing concerns
 - Handled customer with laptop service consultation during or after order complete properly.
 - Identified issues, analyzed information and provided solutions to problems
 - Recorded contact information of customers and potential customers in internal database.

- Second runner up for Best FYP Project Presentation Academic Paper 2021 on Studie under Material Department.
- Head of Department of Documentation for Vertical Landing Rocket Self-Balancing System 2019.
- Participant and shortlisted for AVIATAI Hackathon 2019 as the Representative Speaker.
- The consultant for CUBESAT Structure Development Project under PutraSpace 2018.
- Field trip organizer for the Global Space Balloon Challenge 2018.
- Committee of Malaysian Red Crescent UPN 2016-2017.

Mr Ahmad Bin Ibrahim
Chief Operating Manager
Banggu Timur Enterprise
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Mr Ahmad Tamimi Bin Ahmad Tarmizi
Industrial Training Supervisor
MTC Engineering Sdn Bhd
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plan - 1st step foot
2nd assisting people.