

## INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: Nalysa Syazwani bt. Nazle Position: Safety Protege Date: 15/1/24

Interviewer's name: Wan Isahar Designation: SHM Dept: Safety

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>
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>
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>
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>
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>
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>
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>
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>
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>
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>
<b>TOTAL</b>					

Recommendations for employment :

**YES** / NO / KIV

Comments : Have a sound knowledge on OSH. Good communication skill, soft skill and able to manage a project/program

Signature of Interviewer : [Signature] Basic salary : ..... Allowances : .....

Reporting to : SHM Department : ..... Section : .....

Commencing date : 2/2/2024 Probation : ..... Others : .....

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

- Malakoff Risk Assessment
- HSE Program
- Coding, CANVA
- Capable to handle event i.e. HSE

**For Office Use : HRIS**

Interview

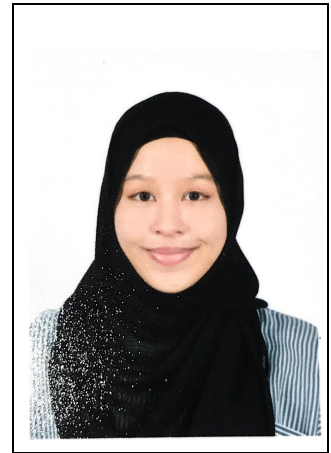
Date:

Panel Interview :

Checked :

Date &amp;

Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : Nalyssa Syazwani binti Nazle

Preferred Name : Nalyssa Syazwani binti Nazle

Gender : Male [ ] Female [X ]

Old I/C No. : 000331-14-0842

New I/C No. :

Nationality : Malaysia

Passport No. : A50039878

Date of Birth : 31 March 2000

Place of Birth : HUKM

Age : 23

Marital Status : Single

Permanent Address (house)

Lot 139A Batu 11 Sungai  
Serai Hulu Langat Selangor

Correspondence Address (mailing)

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

Lot 139A Batu 11 Sungai  
Serai Hulu Langat  
Selangor

Tel No. : (House)

Tel. No. : (House)

(Mobile) 011-37949379

(Office) 603 2779 0196

Fax No. :

E-mail : nallywani@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)	2013	2017	PMR/PT3 Grade : 2A,4B,2C Aggregate : SPM Grade : 3A,5B,1C Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	2018	2020	Major : Business Management CGPA/Grade : 3.1
Degree Course(s)	2020	2023	Major : Bachelor Degree Defence Management and Security Minor : Defence Management and Security CGPA/Class : 3.45
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
OGSP Certificate	NIOSH	3 August 2023	Online Platform

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

Yes  No

• List of PC Software that you are familiar with  
SwiftUI programming

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

### OTHER SKILLS ( Please Specify)

Notion, Keynote

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

Highest Achievements or Current Involvement	Student Representative of National Defence Malaysia
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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			
1. ErgoPrima Sdn Bhd (Internship)	3/2023	7/2023	5 mnths	<ul style="list-style-type: none"> <li>- Conduct risk assesment at hazardous place</li> <li>- Assistance towards ergonmist to entry data client.</li> <li>- Make a final report for client to review.</li> <li>- Planning in project manager for COSH 2023.</li> <li>- Consult client for detection of Ergonomic awareness</li> </ul>	RM 500	Internship ended
2. Brandme Associate Sdn Bhd	11/2023	current		<ul style="list-style-type: none"> <li>- Cold call people using a given phone directory to sell products or solicit donations</li> <li>- Answer incoming calls from prospective customers</li> <li>- Use scripts to provide information about product's features, prices etc. and present their benefits</li> <li>- Ask pertinent questions to understand the customer's requirements</li> <li>- Persuade the customer to buy by demonstrating how merchandise or services meet their needs</li> </ul>	RM 2600	contract within 3 months

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): <u>RM2600</u> Contractual : <u>3 Months</u> Variable : _____	Do you possess your own transport Yes : _____ No : <u>X</u>	What type of transport license do you have? B2,D,Others(Please specify) : <u>D</u>
Allowances (Please specify if any) :	Car Privilege Type : <u>Transportation</u> Driver : (Yes/ <u>NO</u> ) Petrol Allowance/month : <u>RM100</u>	Loan subsidy : Interest rate House (Yes/ <u>NO</u> ) : _____ % Car (Yes/ <u>NO</u> ) : _____ % Others : _____ %	
Other Benefits (If any):			
Expected monthly salary: RM 2000		Resignation notice period : 1 week notice	

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 / NONSCEMPLOYEE)**

Name : Nazle bin Rosly

Address : Lot 139A Batu 11 Sungai  
Serai Hulu Langat Selangor

Tel No. : 013-3715181

Relationship : Father

Name : Farah Suraya Rosman

Address : Lot 139A Batu 11 Sungai  
Serai Hulu Langat Selangor

Tel No. : 018-2369923

Relationship : Mother

**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 : 22/12/2023



# NALYSSA SYAWANI BINTI NAZLE

BACHELOR DEGREE SAFETY MANAGEMENT

## My Contact

✉ nallywani@gmail.com

☎ 011-37949379

📍 Hulu Langat, Selangor 43100

📷 nalysyazwane

## Skills:

- MS Words - Professional
- MS powerpoint - Professional
- MS Excel - Beginner
- Canva - Intermediate

## Language:

- **MALAY:**
  - Speaking - Professional
  - Writing - Professional
  - Reading - Professional
- **ENGLISH:**
  - Speaking - Intermediate
  - Writing - Intermediate
  - Reading - Intermediate

## Achievements

- |      |   |
|------|---|
| 2021 | National Defence of University Malaysia<br>Dean list out 1 of 6 semester. |
| 2022 | Bronze medal of 5-minute project presentation 2022 (UPNM)                 |

## About Me

A fresh graduate student with experience handling students as Student Representative Council in National Defence University Malaysia (NDUM) for 1 year and still maintaining a good CGPA of 3.41. Possesses a Bachelor in Defence Management and Security and expertise MS words, MS PowerPoint, and MS Excel. Seeking a responsible role in company that can help acquire new knowledge and gaining experience that related to my studies and my experienced as intern in Ergonomic operation specialist.

## Professional Experience

### Internship as Ergonomic Operation Specialist

*ErgoPrima San Bhd*

- Investigate the need for data collection and analysis of new Safety data and develops collection method.
- Assistant of Ergonomist to conduct site visit.
- Working knowledge of OSHA 1994
- Good sense of business/ technical interrelationships.
- Have a part of project manager for COSH 2023 by set-up all the needed; creating video, document, vendors.
- Learn a lot from experience Ergonomist to consult client.

### Student Representative Council (SRC)

*2021-2022 (National Defence University Malaysia)*

- Looked after issues that were faced by a total of almost 4000 student.
- Created an interesting program to make every student enjoy their university life.
- Solving student's problems no matter what time they need, and paying attention to the values of learning and enjoying university life.
- Coordinates almost 30 clubs to help SRC control every students.

## Education:

Bachelor of Defence Management and Security  
Universiti Pertahanan Nasional Malaysia Kem Sungai Besi, Kuala Lumpur

- Year : 2020 - 2023
- CGPA : 3.40

Diploma in Business Management  
University of Malaya Centre of Continuing Education

- Year : 2018 - 2020
- CGPA : 3.37

Sekolah Menengah Kebangsaan Convent Kajang  
(Cluster kecemerlangan)

- Year : 2013-2017
- SPM : 3A-, 4B+, 2B, 1C

## **Involvement:**

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- Leadership  
Event Manager in Sponsorship Sport Interfaculty University Level (KASUKIF 2023)  
Event Manager of Entrepreneurship Semarak Patriotik 2022 (IPTA)
- Volunteerism  
Vaccination Centre receptionist (PWTC) 2022  
Committee of Majlis Sukan Negara as an Usher 2018 (Bukit Jalil)
- SENTUHAN KASIH SISWA (SRC)  
conduct By SRC and JHEPA to help student needed.
- Debat Diraja Antarabangsa committee  
Exco Safety and security department event management (2021)
- Conference and Seminars  
HFEM  
Committee in Human Factors Ergonomic Malaysia 2022
- NASLEC  
Involvement in conferenced by all IPTA and IPTS for better life of students in the field of studies.

## **Professionals License:**

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- The Chartered Institute of Logistiks and Transportation  
Expired date : 31 Dec 2023
- Oil and Gas Safety Passport (OGSP)  
Valid Thru : 8 March 2026



# NALYSSA SYAZWANI BINTI NAZLE

## Bachelor of Defence Management and Security (UPNM)

Phone : +60 11-37949379  
Email : [nallywani@gmail.com](mailto:nallywani@gmail.com)  
Address : Lot 139A Batu 11 Sg. Serai Hulu  
Langat 43100, Selangor

<p><b><u>EDUCATION</u></b></p> <p><b>Bachelor of Defence Management and Security</b> Universiti Pertahanan Nasional Malaysia Kem Sungai Besi , Kuala Lumpur</p> <ul style="list-style-type: none"><li>• Year : 2020 - 2023</li><li>• CGPA : 3.40</li></ul> <p><b>Diploma in Business Managemnt</b> University of Malaya Centre of Continuing Education</p> <ul style="list-style-type: none"><li>• Year : 2018 - 2020</li><li>• CGPA : 3.37</li></ul> <p><b>Sekolah Menengah Kebangsaan Convent Kajang</b> (Cluster kecemerlangan)</p> <ul style="list-style-type: none"><li>• Year : 2013-2017</li><li>• SPM : 3A-, 4B+, 2B, 1C</li></ul>	<p><b><u>SKILSS</u></b></p> <ul style="list-style-type: none"><li>• Academic Writing (Excellent)</li><li>• Editing (Intermediate)</li><li>• Computer skills in Microsoft Office (Intermediate)</li></ul> <p><b><u>LANGUAGAE</u></b></p> <ul style="list-style-type: none"><li>• <i>Malay language</i> (Excellent)</li><li>• <i>English language</i> (Good)</li></ul>
<p><b><u>EXPERIENCE</u></b></p> <p><b>Student Representative of Council</b> (Unit Corporate Communication and Entrepreneurship) Universiti Pertahanan Nasional Malaysia</p> <ul style="list-style-type: none"><li>• Year : 2021-2022</li><li>• Provide a connection between students and the administration in order to address any request, complaint, or need from students.</li></ul> <p><b>Personal Tutor</b></p> <ul style="list-style-type: none"><li>• Mathematics Primary School Subject</li><li>• 2021</li><li>• Teaching elementary mathematics to students in grades four, five, and six</li></ul>	<p><b><u>ACHIEVEMENT</u></b></p> <ul style="list-style-type: none"><li>• Universiti Pertahanan Nasional Malaysia (UPNM) Dean list for 1 out of 6 semesters</li><li>• Bronze medal of 5-minute project presentation 2022 (UPNM)</li></ul> <p><b><u>CO-CURRICULUM</u></b></p> <ul style="list-style-type: none"><li>• Netball team player District Level 2020/2021 UPNM</li><li>• Netball team player District Level 2021/2022 UPNM</li></ul>



<p><b>Internship</b></p> <ul style="list-style-type: none"> <li>• ErgoPrima Sdn Bhd</li> <li>• Safety Intern</li> <li>• March 2023 – July 2023</li> <li>• Investigate the need for data collection and analysis of new safety data and develops collection methods.</li> <li>• Assistant of principle ergonomist to conduct safety and health at client location.</li> <li>• Good sense of business/ technical interrelationships.</li> <li>• Working knowledge of OSHA 1994.</li> </ul>	<p><b><u>PROJECT</u></b></p> <p>DEGREE PROJECT YEAR (UPNM) July 2022-January 2023 Conducted research with the tittle “ Factors influencing safety behaviour towards industry</p> <p>COSH 2023 Project Manager</p> <ul style="list-style-type: none"> <li>• Pre- preparation for event COSH 2023</li> <li>• Investigate of need for event such as ; budgeting, items to bring, spread sheet.</li> <li>• Making decision on the task of preparation.</li> </ul>
<p><b><u>ACTIVITIES AND INVOLVEMENT</u></b></p> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Event Manager in Sponsorship Sport Interfaculty University Level (KASUKIF 2023)</li> <li>• Event Manager of Entrepreneurship Semarak Patriotik 2022 (IPTA)</li> </ul> <p><b>Volunteerism</b></p> <ul style="list-style-type: none"> <li>• Vaccination Centre receptionist (PWTC) 2022</li> <li>• Committee of Majlis Sukan Negara as an Usher 2018 (Bukit Jalil)</li> <li>• SENTUHAN KASIH SISWA conduct By SRC and JHEPA to help student needed.</li> <li>• Debat Diraja Antarabangsa committe Exco Safety and security department event management (2021)</li> </ul> <p><b>Conference and Seminars</b></p> <ul style="list-style-type: none"> <li>• HFEM Committee in Human Factors Ergonomic Malaysia 2022</li> <li>• NASLEC</li> </ul> <p>Involvement in conferenced by all IPTA and IPTS for better life of students in the field ofstudies.</p>	<p><b><u>CO-CURRICULUM</u></b></p> <ul style="list-style-type: none"> <li>• Netball team player District Level 2020/2021 UPNM</li> <li>• Netball team player District Level 2021/2022 UPNM</li> </ul>

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