

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: MOHAMMAD AKMAL FAIZ BIN MUHAMMAD Position: P ROEEG Date: 9/9/24
 Interviewer's name: Ir NIZAM NAZAR Designation: HODO Dept: DTS

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>	3
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>	4
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						38

Recommendations for employment :

YES / ~~NO~~ / ~~KIV~~

Comments : Completed the 12 month Probation program.

Signature of Interviewer : Basic salary : _____ Allowances : _____

Reporting to : Ir NIZAM NAZAR Department : DTS Section : _____

Commencing date : _____ Probation : _____ Others : _____

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

INTERVIEW APPRAISAL FORM



Name : Muhammad Akmal Faiz Bin Muhammad Razif Position : Design Engineer Date : 9/9/2024

Interviewer's name : Muhammad Anif Bin Najidudin Designation : HR Dept : HR

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>	3
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>	3
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>	3
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>	3
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>	3
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>	2
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						30

Recommendations for employment : (YES) / NO / KIV

Comments : Complete one year protege with car.

Signature of Interviewer : ant Basic salary : _____ Allowances : _____

Reporting to : Head of design Department : DT& Section : _____

Commencing date : _____ 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 NRIC : Muhammad Akmal Faiz Bin Muhamad Razif

Preferred Name : Akmal

Gender : Male [/] Female []

Old I/C No. : -

New I/C No. : 991207-06-5283

Nationality : Malaysian

Passport No. : -

Date of Birth : 07/12/1999

Place of Birth : Mentakab, Pahang

Age : 25

Marital Status : Unmarried

Permanent Address (house)

No. 969, Taman Amalina Lestari,
27600, Raub, Pahang

Correspondence Address (mailing)

Effective Until : 2024

No 50, Jalan Uranus, U5/122B, Subang Pelangi,
40150 Shah Alam, Selangor

Tel No. : (House) -

Tel. No. : (House) -

(Mobile) 017-9890605

(Office) -

Fax No. : -

E-mail : akmalfaizrazif@gmail.com

FAMILY PARTICULARSi) 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) MRSM Tun Ghazali Shafie	2013	2017	PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s) -	-	-	Result(s) : -
Certificate(s) -	-	-	Major : - Grade : -
Diploma Course(s) Diploma in Mechanical Engineering	2017	2020	Major : Mechanical (Automotive) CGPA/Grade : 3.05
Degree Course(s) Bachelor in Engineering (Hons) Mechanical	2021	2023	Major : Mechanical Minor : CGPA/Class : 3.2
Post Graduate Course(s) -	-	-	Area of study : - CGPA/Class : -
Professional Qualification(s) -	-	-	Level/Stage : -

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
* Refer training list in project involvements and trainings sheet.			

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

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

• List of PC Software that you are familiar with
Microsoft Office, CATIA, Solidwork, Matlab

OTHER SKILLS (Please Specify)

Filmora, Creality (3D Print)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

Selangor Amature League (2021) - Team Leader (CondoYork FC)

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			
o DTS o Design Engineer Protége	15/10/23	15/10/24	1yr	• Manage and assist project for DOA, and AEO and GSE. •	RM2000	-

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> L </u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u> B2,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: RM 3500 maksud RM 3100		Resignation notice period : end protège 15/10	

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

Getting a lot of new experience in terms of project management, aviation industry

and leadership

Is there any other information (personal or work experience) which is relevant to this application?

(If yes, please specify)

No.

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

No.

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : Muhamad Nawfal Bin Kamaruddin

Address : No 50, Jalan Uranus, U5/122B,
Subang Pelangi,
40150 Shah Alam,
Selangor

Tel No. : 017-610 3581

Relationship : Friend

Name : ~~M. Kamarudin~~

Address : _____
: _____
: _____

Tel No. : _____

Relationship : _____

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 : *Hauz Jay*

Date : _____

PROJECTS INVOLVEMENT

NO.	PROJECT NO.	PROJECT TITLE	AIRCRAFT
DOA			
1.	GAM243	INSTALLATION OF PORTABLE OXYGEN BOTTLE	B737-800-8MAX (MALINDO)
2.	GAM246	INSTALLATION OF PROTECTIVE BREATHING EQUIPMENT (PBE) & FIRST AID KIT (FAK)	A330-343 (AAX)
3.	GAM258	INSTALLATION OF INTERIOR BILINGUAL MARKINGS	A321-211 (RAYA)
4.	GAM270	INSTALLATION OF CREW REST CURTAIN	A330-343 (BATIK)
5.	GAM279	INSTALLATION OF LA321EX-EXTKIT EXTERIOR MARKINGS	A321-211 (RAYA)
6.	GAM287	INSTALLATION OF DATA PLATE	R44 (CEMPAKA)
7.	GAM289	INSTALLATION OF INTERIOR AND EXTERIOR MARKINGS	AW139 (WESTSTAR)
8.	GAM309	INSTALLATION OF MALAYSIA FLAG AND MALAYSIA WORDING	C208 (SAS)
9.	GAM312	REMOVAL AND INSTALLATION OF FIRE EXTINGUISHER	A320
10.	GAM316	DRAS GALLEY 1 BUSHING	A330-343 (XAX)
11.	GAM330	INSTALLATION OF INTERIOR AND EXTERIOR MARKINGS	AS355NP
12.	GAM331	INSTALLATION OF SABAH AIR COMPANY LOGO	BELL 206B
13.	GAM332	INSTALLATION OF SABAH AIR COMPANY LOGO	SUPER KING AIR 200
14.	GAM333	INSTALLATION OF SABAH AIR COMPANY LOGO	NOMAD N22B
15.	GAM336	INSTALLATION OF EMERGENCY EQUIPMENT LIST (EEL)	B737-8(MAX)
16.	GAM339	REPLACEMENT OF CARPET	B300 SUPER KING AIR 350 (PGU)
17.	GAM356	INSTALLATION OF INTERIOR MARKINGS	A330-343 (BATIK)
18.	GAM367	PAINTING OF TOILET SEAT ASSEMBLY AND COVER	A330-343 (XAX)
19.	GAM380	INSTALLATION OF EXIT MARKINGS	B737-800 (MJET)
AEO			
20.	GAM005	EXHAUST REPAIR	SUPERLYNX (RMN)
21.	GAM239	REPAIR SCHEME FOR CRACKED FERRY FUEL TANK	AS365N3
22.	GAM285	ALTERNATE PART NUMBER FOR CYCLIC STICK BOOT	SUPERLYNX
23.	GAM322	ALTERNATE MATERIAL FOR AW139 TOWBAR SAFETY PINS	AW139

TRAINING COURSES

NO.	TRAINING TITLE	DATE
1.	ELECTRICAL WIRING INTERCONNECTION SYSTEM (EWIS)	23.10.2023
2.	AVIATION LEGISLATION	07.11.2023
3.	HUMAN FACTOR - INITIAL	14.11.2023
4.	SAFETY MANAGEMENT SYSTEM (SMS) - INITIAL	28.11.2023
5.	AIRCRAFT MAINTENANCE PROGRAMME (AMP) DEVELOPMENT	14.12.2023
6.	EMERGENCY RESPONSE TEAM (ERT) TRAINING	18.12.2023
7.	DANGEROUS GOODS	20.12.2023
8.	WEIGHT AND BALANCE TRAINING	26.02.2024
9.	HEALTH AND USAGE MANAGEMENT SYSTEM (HUMS)	08.03.2024
10.	PART 21 SUBPART J - DOA	03.07.2024
11.	FAR/CS 25 – TRANSPORT CATEGORY AIRPLANE	09.07.2024
12.	CABIN SAFETY	11.07.2024
13.	OPERATIONAL SUITABILITY DATA (OSD)	12.07.2024
14.	FAR/CS 27 – SMALL ROTORCRAFT	26.08.2024
15.	FAR/CS 29 – LARGE (TRANSPORT) ROTORCRAFT	26.08.2024

SALARY SLIP - August 2024

Employee No. : 75265

Payroll Date : 2 Sep 2024

Name : MUHAMMAD AKMAL FAIZ MUHAMAD RAZIF

EPF No. : 24712268

NRIC : 991207-06-5283

Income Tax No. :

Bank Account No. : 164810271448 (MBB)

Payments	Amount (RM)	Deductions	Amount (RM)
Basic	2,000.00	KWSP / EPF (Employee)	0.00
		SOCSCO (Employee)	9.75
		SIP (Employee)	3.90
		Bank Charges	0.10
Total Gross Salary	2,000.00	Total Deductions	13.75
NET PAY : RINGGIT MALAYSIA			1,986.25

Company Contribution

<i>KWSP / EPF (Employer)</i>	<i>RM 0.00</i>	<i>SOCSCO (Employer)</i>	<i>RM 34.15</i>
<i>SIP (Employer)</i>	<i>RM 3.90</i>	<i>HRDF</i>	<i>RM 0.00</i>

Total Year To-Date

Payment		Deduction		Employer	
Basic	RM 16,000.00	KWSP / EPF (EE)	RM 0.00	KWSP / EPF (ER)	RM 0.00
		SOCSCO (EE)	RM 78.00	SOCSCO (ER)	RM 273.20
		SIP (EE)	RM 31.20	SIP (ER)	RM 31.20
		Bank Charges	RM 0.80		

MUHAMMAD AKMAL FAIZ BIN MUHAMAD RAZIF



PERSONAL INFO

Phone : 017-9890605
E-mail : akmalfaizrzaif@gmail.com
LinkedIn : [linkedin.com/in/akmalfaiz22](https://www.linkedin.com/in/akmalfaiz22)
Address : No. 969, Taman Amalina Lestari,
27600, Raub, Pahang.
Citizenship : Malaysian
Marital status : Unmarried

EDUCATION BACKGROUND

Bachelor of Mechanical Engineering 2021-2023
MARA University of Technology (UiTM) Shah Alam

- Elective in **Ergonomic Design** and **Applied Welding Engineering**
- Dean's Award in the 7th Semester
- CGPA 3.20

Diploma in Mechanical Engineering 2017-2020
MARA University of Technology (UiTM) Penang

- Elective in **Automotive Engineering**
- CGPA 3.05

Sijil Pelajaran Malaysia (SPM) 2016
MRSM Tun Ghazali Shafie

SKILLS

- Creative thinking
- Teamwork
- Adaptability
- Attention to detail
- Time management
- Risk management

TECHNICAL SKILLS

Software

- Microsoft Office, Filmora.

CAD Software

- CATIA and SOLIDWORKS used on various projects that involved FEA analysis, simulations, and wireframe & surface design.
- Produced **3D model assembly** and drafting **2D engineering drawings** with exploded view and BOM.

3D Printing

- Used CREALITY software and printing machine.

WORK EXPERIENCE

Design Engineer (Structure & Cabin Interior) October 2023 – Present
Galaxy Aerospace (M) Sdn Bhd | Department of Design & Technical Services (**DOA & AEO Approval**)

- Produced **data package** for modification and repair on **Civil** and **Military** aircraft.
(Data package includes: 3D model assembly, **engineering drawings with BOMs**, test reports, justification reports, instruction and information for continued airworthiness, and compliance checklist)
- Liaised with commercial departments** on determining the material to be used, minimizing fabrication and testing cost, and the proposed project manhour for every data packages.
- Carried out different type of tests** to complete every data package justification reports. The test includes material identification test, strength test, functional test and flight test.

- **List of approved projects:**

1. Alternate material for AW139 towbar safety pins.
2. Installation of interior and exterior markings on A330-343.
3. Installation of GOPRO on AW139.
4. Installation of crew rest curtain on A330-343.
5. Alternate part number for cyclic stick boot of Superlynx.
6. Installation of data plate, registration marking, Malaysian flag & placards on EC155.

Assistant Mechanical Engineer, Intern

August 2022 – October 2022

Raub District Council | Building Control Department

- Assisting the project of fabrication of a **boat rack** and a **boat engine holder** for newly received boats.
- Contributing ideas by adding a **sliding mechanism** on the boat rack using roller bearing for easy sliding action of the boat into the lorry.
- **Design a boat engine holder** to function as a **trolley** for easier installation and storing process, and as a mobile engine warming up platform.
- Proposing the idea of using a chengal wood plate instead of using metal plate for engine hanging platform.
- Customizing an industrial water container to function as a small water tank to carry out the **engine warming up process on the boat engine holder**.
- It is done by cutting it into a specific height and adding a ball valve at the bottom for easier water draining process.

Technician/Mechanic, Intern

March 2020 – June 2020

Proton Service Centre (Khasiat Jati Sdn Bhd)

- Performed **car services** (from basic to advanced type), **repairs** and **overhauls** for Proton and for other car brands (Toyota, Mini Cooper, BMW).
- Worked closely with other mechanics and service advisors to **streamline operations** and **expedite vehicle repairs**.
- Consistently **resolved customer complaints** promptly and effectively, maintaining a high satisfaction rate.

PROJECTS

Biohybrid Mountain Bike, FYP

- **Designed & fabricated** the first prototype of a **biohybrid drive system package** to integrate it into a foldable mountain bike.
- Produced a 3D model for every component for **assembly, analysis and simulation**.
- Fabricated the package according to the design that involved **cutting, welding and sanding process**.

Bed-Table, Degree Group Project

- Fabricated a single size bed that can be transformed into a study table that equipped with automatic study light with motion sensor and **mechanical gas strut**.
- In charge of installing the gas strut with its bracket into the bed-table. Bracket fabrication includes **lathe, drilling, cutting and welding process**.

REFEREES

1. **Ir. Nizam Nazar**
Head of Design Organisation
Galaxy Aerospace (M) Sdn Bhd
Phone: 012-3057196
2. **Ahmad Muzrim Mustazar**
Chief of Independent Monitoring
Galaxy Aerospace (M) Sdn Bhd
Phone: 017-340 8172
3. **Prof. Madya Ts. Dr. Ramzyzan Ramly**
Lecturer, College of Engineering
UiTM Shah Alam
Phone: 019-3985528