

MUHAMAD ARIF BIN NAJALUDIN

Email: muhamadarifjengka@gmail.com | Phone No: +60166897082

Bandar Tun Razak Jengka, Pahang

- ❖ Hardworking and detail-oriented individual, equipped with an advanced knowledge in human resources, passionate to develop skills, looking forward to join an organization that values excellence and innovation.

EDUCATION

UNIVERSITY MALAYSIA SARAWAK (UNIMAS)

Master of Science Human Resource Development (CGPA 3.77)

Graduation Date: Feb 2022

UNIVERSITY MALAYSIA SARAWAK (UNIMAS)

Bachelor of Science with Honor Human Resource Development (CGPA 3.00)

Graduation Date: Oct 2019

MA'AHAD AS-SULTAN AHMAD SHAH AD-DINI

SIJIL TINGGI AGAMA MALAYSIA (Result: JAYYID)

Graduation Date: Mar 2016

WORK EXPERIENCE

GALAXY AEROSPACE MALAYSIA SDN BHD

HR Protege (Human Resource Department)

PETALING JAYA, SELANGOR

Aug 2022- Current

- Managing project from government agencies on recruitment protégé and implement activity close project with Ministry of Entrepreneur Development and Cooperatives (MEDAC PROTÉGÉ).
- Making letter offers for new protégé & implementing orientation/induction for new employee.
- Assessing candidates to ensure qualification, job competency and compatibility based on the job description established in the organization.
- Sourcing and attracting candidates by using database.
- Conducting interviews and filtering candidates for open new positions.
- Responsible in ensuring all employees personal record & file are updated.
- Administered training & development programs, including applying for HRDF grants.
- Create bonds for employees who attend the training and calculate claim, overtime employee.
- To ensure new staff are provided with the required office stationery, ID card and introduce them to all HQ staff.
- Digitalization of old documentation which includes checking list of documents against hardcopy, scanning the document, labelling (Hardcopy/softcopy), updating list of documents and transfer files to document room.
- Plan and assist in organizing various company events/ activities.

SELGATE CORPRATION

PURCHASING EXECUTIVE

SHAH ALAM, SELANGOR

Mar 2022-Jun 2022

- Enter order details and maintain updated record of purchased product.
- Negotiate contract terms of agreement, pricing, compare and evaluate offers from suppliers.
- Managing E-commerce for selling & buying products. (Shopee & Lazada).
- Review quality of purchased products and evaluates the performance of current suppliers.
- Liaise with suppliers and warehouse to ensure timely delivery of the purchased product and proper store keeping.

KOLEJ BUNGA RAYA UNIMAS

FELLOW ASSISTANT

KOTA SAMARAHAN, SARAWAK

Nov 2019 - Dec 2021

- Monitoring paperwork activities from JPK College (Memo & Financial).
- Assists principal for conducting activities with students at college.
- Assist the management in managing student at college Bunga Raya.
- Implement activities recruitment for new JPK at college.

MINISTRY OF HEALTHY OF MALAYSIA

KKM VOLUNTEER

KOTA SAMARAHAN, SARAWAK

Aug 2021 - Feb2022

- Managing data health patient Covid 19 at area Kota Samarahan.
- Using WhatsApp Blast for monitoring health patient Covid-19.
- Calling patient Covid 19 for update the data record.
- Key in data new patient Covid 19 every day.
- Assist the management in managing status vaccinations patients Covid-19 at area Kota Samarahan

LEADERSHIP EXPERIENCE & UNIVERSITY'S ACTIVITY

- Treasurer of Happy Eid al-fitr program 2021 at Bunga Raya College.
- Treasurer of 'Selamat Hari Gawai' 2021 at Bunga Raya College.
- Logistic crew events 2017 (Bunga Raya College Week).
- Logistic crew events 2018 (Bunga Raya College Week).
- Liaison Officer 2020 for new intake student UNIMAS.
- Joining Professional Shariah Executive Program at UMT.
- Member of Drama and Théâtre at Bunga Raya College.
- Member of Badminton Association at Bunga Raya College.
- Member of Kawasan Rukun Tetangga in Taman Desa Jaya 2.

SKILLS & INTEREST & ACHIEVEMENT

SKILLS: Microsoft Office (Words, Power Points, Excel), Software Alaya, Spss, Canva, Movie Maker, Communication Skills, Fast Learner, Time Management, Leadership, Teamwork, Reliable and Recruitment.

INTEREST: Volunteering, Outdoor Activities, Travelling, Reading.

ACHIEVEMENT: 3 Dean List From 6 Semester (Master)

LANGUAGES: Malaysia (Advanced) & English (Average)

REFERENCES

DR MAZDAN BIN ALI AMRAN

Lecturer

Address: Jln Datuk Mohammad Musa, 94300 Kota Samarahan, Sarawak.

Email:amazdan@unimas.my

Phone Number:013-2554324

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



Please Affix a
Recent Passport Size
Photograph

EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : **MUHAMAD ARIF Bin Ngjaludin**

Preferred Name : **ARIF** Gender : Male [] Female []

Old I/C No. : New I/C No. : **970828-06-5435**

Nationality : **Malay** . Passport No. :

Date of Birth : **28/08/1997** Place of Birth : **Jengka 10, Pahang** .

Age : **26** Marital Status : **Byang** .

Permanent Address (house) : **N06, Lorong 14, Taman Desa Jaya 2, Bandar Tun Abdul Razak Jengka, 26400 Pahang Darul Makmur** .
Correspondence Address (mailing) : _____
Effective Until : _____

Tel No. :	(House) 09-4676199	Tel. No. :	(House)
	(Mobile) 016-6897081		(Office)
Fax No. :		E-mail :	muhamadarifjengka@gmail.com .

FAMILY PARTICULARS

i) Name of Spouse : -
(if applicable)
Occupation :
Name of Employer : -
Tel No. :

ii) Details of Children (if applicable)

No.	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)			PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	2015	2015	Major : Syil Tinggi Agama Malaysia CGPA/Grade : (Jayyid)
Degree Course(s)	2016	2019	Major : Human Resource Development Minor : CGPA/Class : 3.00
Post Graduate Course(s)	2019	2021	Area of study : Human Resource Development CGPA/Class : 3.77
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Safety management System	Galaxy Aerospace (M) Sdn. Bhd.		Gam Biera

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	Good	Good
English : <u>Average</u>	Average	Average
Others : <u>-</u>	-	-

- Are you familiar in operating a computer?
Yes*/No
- List of PC Software that you are familiar with

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

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			

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: Rm 2000.00	Bonus (No. of months): <u> - </u> Contractual : <u> - </u> Variable : <u> - </u>	Do you possess your own transport Yes : <u> </u> No : <u> </u>	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2, D</u>
Allowances (Please specify if any) :	Car Privilege Type : <u> </u> Driver : (Yes/No) <u> </u> Petrol Allowance/month : <u> - </u>	Loan subsidy : Interest rate House (Yes/No) : <u> - </u> % Car (Yes/No) : <u> - </u> % Others <u> - </u> : <u> - </u> %	
Other Benefits (If any):			
Expected monthly salary: 2600 Rm 2600 - Rm 2700		Resignation notice period :	

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

Handle ~~and~~ ^{Program} team building and handle ~~protége~~ program protége.

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.

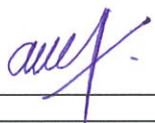
PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : Dr Mazdan Bin Ali Amatan
Address : KE Universiti Malaysia Sarawak.
Kota Samarahan, Sarawak.
Tel No. : 013- 255 4324.
Relationship : Pensyarah Lecturer

Name : _____
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 : 

Date : 24/7/2023.