

Calon 1

2/10/2023

INTERVIEW APPRAISAL FORM



Name: MUHAMMAD SYAZRI Position: Admin CSUKIC Date: 27/9/2023

Interviewer's name: Muhamad Arif Bin Najiluchin Designation: HR Dept: HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	5
	1	2	3	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	4
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced, suits job very well	3
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	4
	1	2	3	4	5	
MOTIVATION & AMBITION	No motivation and ambition	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	Ambitious, high aims, planned aims, of success	4
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
	1	2	3	4	5	
TOTAL						39

Recommendations for employment : YES NO / KIV

Comments : Recommended for hiring and can start immediately - Good knowledge in admin knowledge.

Signature of Interviewer: Capt. Ir. Hj. Ahmad Fahmi Jafriya Basic salary : Allowances : Rm 2000.00
 Reporting to : RMN (Retired) Department : Section :
 Commencing date : Charge (Navy) Probation : Others :
 Verified by HRD : Galaxy Aerospace (M) Sdn. Bhd. (1040262-D) Approved by : Date :

<p>For Office Use : HRIS</p> <p>Interview Date:</p> <p>Panel Interview :</p> <p>Checked : Date & Initial</p>		
<p>EMPLOYMENT APPLICATION FORM</p>		

PERSONAL PARTICULARS

Name as per NRIC : Muhammad Syazmi			
Preferred Name : Syazmi		Gender : Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	
Old I/C No. : 001230-12-0185		New I/C No. : 001230-12-0185	
Nationality : Malaysian		Passport No. : -	
Date of Birth : 30/12/2000		Place of Birth : Hospital Queen Elizabeth	
Age : 22		Marital Status : Single	
Permanent Address (house) Blk 207, Lot 7-4-4, Sepanggar Ria Apartment, 88450 Kota Kinabalu, Sabah		Correspondence Address (mailing) Effective Until : -	
Tel No. :	(House) -	Tel. No. :	(House) -
	(Mobile) 017-692-1442		(Office) -
Fax No. :	-	E-mail :	Syazmi.jasni.fw@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)	01/2013	11/2017	PMR/PT3 Grade : 4A, 2B Aggregate : SPM Grade : 2A1, 2A1 Aggregate : 1B1, 2C1, 2C1, 1D
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	06/2018	02/2021	Major : mathematical science CGPA/Grade : 3.80
Degree Course(s)	03/2021	09/2023	Major : mathematical science Minor : Big data analytics CGPA/Class : 3.67
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE/TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Meta Boost X SOLS	My DIGITAL	08/05/23	Bandaran Berjaya
TOKLIMA Locker Studio	KSTI	14/04/23	Bandaran Berjaya

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)			• Are you familiar in operating a computer? <input checked="" type="radio"/> Yes / <input type="radio"/> No
Bahasa Melayu	* Written	* Spoken	• List of PC Software that you are familiar with Microsoft office, Power BI, Tableau
English : _____	excellent	excellent	
Others : _____	excellent	good	
			OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current	Captain of Sempana Riau college college futsal team, winning as 2 nd runner-up in UTM segamat futsal Tournament.
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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			
Jabatan Perkhidmatan Komputer Negeri Data Clerk (internship)	03/23	07/23		> assign to build visual data report (dashboard) > preprocesses data before engineered including cleaning standardizing and updating data.		Finish internship term
Ayam Segar 77 Inventory Supervisor (Part time)	07/22	08/22		> In charge to preparing, maintaining and reordering stock > key in stock availability into Excel daily.	Rm 1,500	Continue Study

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>Motorcycle</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2</u>
Allowances (Please specify if any) :	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	Interest rate : _____ %
Other Benefits (If any):			
Expected monthly salary: Rm 1500		Resignation notice period : 1 months	

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

Build an official visual data report (dashboard) for Ministry of Finance

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

Able to communicate effectively with team member and eager to learn

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 : Mr Vefus Lawrence

Address : Jabatan Perkhidmatan

: Komputer Negeri, Kota

: Kinabalu

Tel No. : 019-832 6656

Relationship : Internship Industrial
Supervisor

Name : Dr. Nur Harwani Agilah

Address : Universiti Teknologi Mara

: (UiTM), Shah Alam

Tel No. : 019-778 5060

Relationship : Academic Supervisor

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 : Afni

Date : 26/09/2023