

INTERVIEW APPRAISAL FORM



Name : MUSTAFA HADI B. MAZLAN Position : TOOLS STORE Date : 26/10/2022

Interviewer's name : JASMAUZAM JAMALUDIN Designation : E. C Dept : AMO

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	3
	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	3
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
	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	4
	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	3
	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	3
	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						33

Recommendations for employment :

YES / NO / KIV

Comments : RECOMMENDED TO HIRE AS A STAFF

Signature of Interviewer : Basic salary : RM 2200.00 Allowances :

Reporting to : MOHD FADZIE ADAM Department : AMO Section :

Commencing date : 14 - NOV - 2022 Probation : Others :

Verified by HRD : Approved by : Date :

RESUME

MUSTAFA HADI B. MAZLAN,
Block D-10-10,
Springville Apartment,
Jalan UP 1/1B, Ukay Perdana,
68000, Ampang, Selangor.
+60133804791



PERSONAL PARTICULARS

Name : MUSTAFA HADI B. MAZLAN
I.C. Number : 910704-11-5061
Race : MALAY
Religion : MUSLIM
Telephone : +6013-3804791 (HP)
E-mail : mustafahadibig@gmail.com
Date of Birth : 04 July 1991
Sex : MALE
Marital Status : MARRIED
Health : EXCELLENT
Height / Weight : 177cm / 115kg

EXPERIENCE

June 2011-2016	<p>Work at Weststar Aviation Services Kerteh Base as Engineering Assistant.</p> <ul style="list-style-type: none"> • Performing and in charge in A/C refuel everyday • Performing and in charge in daily fuel sample check everyday • Performing normal task such as preflight, turn around, and daily inspection. • Responsible in towing A/C • Responsible in starting crew on AW139 • Involve in heavy maintenance 300hrs inspection, 600hrs inspection. • Gain knowledge and understand the operation of General Aviation Company daily operation:
Oct 2016 – June 2017	<ul style="list-style-type: none"> -Marshaling -Towing -Refueling -Daily inspection (pre-flight check) • Assisted in maintenance on AW139: -25 hours check -100 hours check -300 hours check -600 hours check -1200 hours check -2400 hours check <p>Detachment to Weststar Miri for 1 year as Engineering Assistant</p> <ul style="list-style-type: none"> • Performing and in charge in A/C refuel everyday • Performing and in charge in daily fuel sample check everyday • Performing normal task such as preflight, turn around, and daily inspection. • Responsible in towing A/C • Responsible in starting crew on AW189 • Refuel A/C • Assisted in maintenance on AW189: -25 hours check -100 hours check -300 hours check -600 hours check -1200 hours check
July 2017 – Dec 2017	<p>Work at Weststar Aviation Services Kerteh Base as Tools Storeman.</p> <ul style="list-style-type: none"> • Monitoring all in/out tools and special equipment • Monitor and ensure all the tools up to date and calibrate accordingly • Manage all the tools related to latest maintenance manual requirement. • Reporting daily update accordingly

<p>Jan 2018 – Jan 2019</p>	<p>Work at Weststar Aviation Services Kerteh Base as Engineering Assistant.</p> <ul style="list-style-type: none"> • Performing and in charge in A/C refuel everyday • Performing and in charge in daily fuel sample check everyday • Performing normal task such as preflight, turn around, and daily inspection. • Responsible in towing A/C • Responsible in starting crew on AW139 • Involve in heavy maintenance 300hrs inspection, 600hrs inspection. • Gain knowledge and understand the operation of General Aviation Company daily operation: <ul style="list-style-type: none"> -Marshaling -Towing -Refueling -Daily inspection (pre-flight check)
<p>Feb 2019 – June 2022</p>	<p>Work at Weststar Aviation Services Kerteh Base as Aircraft Technician.</p> <ul style="list-style-type: none"> • Assisted in maintenance on AW139: <ul style="list-style-type: none"> -25 hours check -100 hours check -300 hours check -600 hours check -1200 hours check -2400 hours check <p>Work at Weststar Aviation Services Kerteh Base as Aircraft Technician.</p> <ul style="list-style-type: none"> • Performing normal task such as preflight, turn around, and daily inspection that involve marshalling and towing. • Responsible in refuel A/C • Responsible in carry out daily fuel sample check • Responsible in towing A/C • Responsible in starting crew on AW139 • Gain knowledge and understand the operation of General Aviation Company daily operation: <ul style="list-style-type: none"> -Marshaling -Towing -Refueling -Daily inspection (pre-flight check) • Involve in maintenance on AW139: <ul style="list-style-type: none"> -25 hours check -100 hours check -300 hours check -600 hours check -1200 hours check -2400 hours check

June 2022 - Present	<p>Work at Flash Express Wangsa Maju as Distribution Center Officer (DCO).</p> <ul style="list-style-type: none"> • Control work processes in the warehouse; storage and sorting parcels. Reduce loss and damage and most efficiency. • Responsible for checking customer information to be correct according to standards and on time. • Review and prepare reports for daily / weekly / monthly, either for parcels with residual delivery problems immediately, so that parcels can be delivered on time. • Responsible for the daily earnings summary report and examining the financial system within the responsible branch to access the performance of day to day operations. • Perform work and other projects as assigned by supervisor.
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EXTRA CURRICULAR ACTIVITIES

2011- PRESENT

- : Participated in carry out AW139 landing gear functional test
- : Participated in carry out maintenance on AW139 cabin area
- : Participated in refueling AW139 & AW189
- : Participated in marshalling AW139 & AW189
- : Participated in Basic Occupational First Aid & CPR Course
- : Participated in Tier 1 Emergency & Response Team – Introduction to Fire Prevention In-House Training (Level 1)
- : Participated in HSE-SMS Awareness Training
- : Participated in Machinery Safe Work Practices
- : Participated in Fuel Aviation System

LANGUAGE

Proficiency (Best = 10 – Worst = 1)

Language	Spoken	Written
• Bahasa Malaysia	10	10
• English	8	9

COMPUTER LITERACY

- Microsoft Excel
- Microsoft Word
- Microsoft Office

EDUCATION BACKGROUND

YEAR	INSTITUTION	LEVEL
2009	RANACO MARINE SERVICES SDN BHD	SIJIL
2008	Sekolah Menengah Kebangsaan Kerteh	SPM
2004-2006	Sekolah Menengah Kebangsaan Kerteh	PMR
1998 - 2003	Sekolah Rendah Kebangsaan Kerteh	UPSR

PERSONAL QUALITIES

A **well organized** and **disciplined** type of person. Team work is the key to success and perfection. Ability to **work effectively under pressure** and has determination to produce high standard results, mission driven person and very much eager to learn new things. Has a great desire on learning new things and an innovative thinker. Committed and willing to travel for posting.

STRENGTH

- Personal strengths :
- Able to work under pressure using interpersonal skills.
 - Able to work independently and under different environment with high integrity.
 - Responsible and dedicated to any task given.
 - Highly self-motivated and quick learner.
 - Strong at planning and problem solving skills.
 - Committed to work with a strong sense of urgency.
 - Willing to travel for posting.

REFERENCES

Name : Raswadi Bin Ab Wahab
Contact no : +6019-9855275
Position : Licensed Aircraft Engineer
Company : Weststar Aviation Services Sdn Bhd

Name : Abdul Rahman Bin Abdullah
Contact no : +6019-9234426
Position : Base Chief Engineer
Company : Weststar Aviation Services Sdn Bhd

Name : Mohd Syahril Bin Refing
Contact no : +6016-9800139
Position : Licensed Aircraft Engineer
Company : Weststar Aviation Services Sdn Bhd

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : MUSTAFA HADI BIN MAZLAN
NRIC

Preferred Name : HADI

Gender : Male [] Female []

Old I/C No. :-

New I/C No. : 910704-11-5061

Nationality : MALAYSIAN

Passport No. :-

Date of Birth : 04/07/1991

Place of Birth : TEREANGGANU

Age : 31yo

Marital Status : MARRIED

Permanent Address (house)

D-10-10,
PANGSAPURI SERVIS SPRINGVILLA,
JALAN UP 1/1B,
UKAY PERDANA,
68000, AMPANG, SELANGOR

Correspondence Address (mailing)

Effective Until : _____

D-10-10,
PANGSAPURI SERVIS SPRINGVILLA,
JALAN UP 1/1B,
UKAY PERDANA,
68000, AMPANG, SELANGOR

Tel : (House)_

Tel. No. : (House)_

No.

(Mobile)+6013-3804791

(Office) -

Fax No. : -

E-mail : mustafahadibig@gmail.com

FAMILY PARTICULARS

i) Name of Spouse : NURUL IZZATIE SOFIA BINTI MOHD YUSRI

(if applicable)

Occupation : GLOBAL ORDER EXECUTIVE

Name of Employer : WESTSTAR AVIATION SERVICES SDN. BHD.

Tel No. : +6019-9565814

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. <u>AMMARA AISYAH BINTI MUSTAFA HADI</u>	<u>Female</u>	<u>13/01/2020</u>	<u>-</u>
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.

NIL

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	JAN 2004 JAN 2007	DEC 2006 DEC 2008	PMR/PT3 Grade : Aggregate : 1B, 3C, 2D, 2E SPM Grade : Aggregate : 1C, 4D, 1E, 3G
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)	JUNE 2009	JAN 2010	Major : GENERAL PURPOSE RATING COURSE Grade : COMPLETED
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
AVIATION FUEL QUALITY TRAINING	PETRONAS		SULTAN ISMAIL PETRA AIRPORT
TOOL CONTROL PROCEDURE TRAINING	WESTSTAR AVIATION SERVICES	Ty: 29/08/2017	WESTSTAR AVIATION SERVICES KERTEH BASE

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

Bahasa Melayu
English : GOOD
Others : _____

* Written	* Spoken
GOOD	GOOD

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

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

NOMINATED AS SOCCER PLAYER REPRESENTING BASE

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			
WESTSTAR AVIATION SERVICES SDN. BHD. KERTEH BASE as: -ENGINEERING ASSISTANT -TOOLS STOREMAN -AIRCRAFT TECHNICIAN	JUNE 2011	JUNE 2022	11years	<ul style="list-style-type: none"> • Performing and in charge in A/C refuel everyday • Performing and in charge in daily fuel sample check everyday • Performing normal task such as preflight, turn around, and daily inspection. • Responsible in towing A/C • Responsible in starting crew on AW139/AW189 • Involve in heavy maint 300hrs insp, 600hrs insp • Gain knowledge and understand the operation of General Aviation Company daily operation • Assisted/Involve in maint on AW139/AW189 • Monitoring all in/out tools and special equipment • Monitor and ensure all the tools up to date and calibrate accordingly • Manage all the tools related to latest maintenance manual requirement. • Reporting daily update accordingly 	RM2300	Following family transfer to KL
FLASH EXPRESS WANGSA MAJU as: DISTRIBUTION CENTER OFFICER (DCO)	JUNE 2022	Present	4 Months	<ul style="list-style-type: none"> • Control work processes in the warehouse; storage and sorting parcels. Reduce loss and damage and most efficiency. • Responsible for checking customer information to be correct according to standards and on time. • Review and prepare reports for daily / weekly / monthly, either for parcels with residual delivery problems immediately, so that parcels can be delivered on time. • Responsible for the daily earnings summary report and examining the financial system within the responsible branch to access the performance of day to day operations. • Perform work and other projects as assigned by supervisor. 		

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM1800.00	Bonus (No. of months): - _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> No : _____	What type of transport license do you have? B2,D Others (Please specify) : _____
Allowances (Please specify if any) :	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____% Car (Yes/No) : _____% Others : _____%	
Other Benefits (If any):			
Expected monthly salary: RM2800		Resignation notice period : 1 WEEK	

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

OFFERED AND ASSIGNED AS TOOLS STOREMAN FOR START UP OF TOOL STORE

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

ASSIGNED AS EMERGENCY RESPONSE TEAM

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	: RASWADI BIN AB WAHAB	Name	: MOHD SYHRIL BIN REFING
Address	: WESTSTAR AVIATION SERVICES KERTEH BASE, KERTEH AIRPORT, 24300, KERTEH, TERENGGANU	Address	: WESTSTAR AVIATION SERVICES KERTEH BASE, KERTEH AIRPORT, 24300, KERTEH, TERENGGANU
Tel No.	: +6019-9855275	Tel No.	: +6016-9800139
Relationship	: MENTOR AND LAE IN-CHARGE	Relationship	: MENTOR AND LAE IN-CHARGE

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 : 25/10/2022 _____