

INTERVIEW APPRAISAL FORM



Name : Nur Hanani Binti Ruzli Position : Protege ICP Date : 17/1/2023

Interviewer's name : Nurul Husna Mohamad Shariff Designation : Corporate Relation Dept :

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>	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>	3
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>	3
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						32

Recommendations for employment :

YES / NO / KIV

Comments : She looks competent for the protege position but more towards engineering side. Recommend for Engineering dept.

Signature of Interviewer : *husna* Basic salary : 2,000 Allowances : -

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : Nur Hanani Ruzli V Position : Protege - ICP Date : 17/1/23

Interviewer's name : Almal Aziz Designation : _____ Dept : _____

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>	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>	2
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>	3
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 :

Comments : Good candidate for YES / NO / KIV and have additional

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

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

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

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : NUR HANANI BINTI RUZLI
NRIC

Preferred Name : HANANI

Gender : Male [] Female [-]

Old I/C No. : N/A

New I/C No. : 970414-08-5022

Nationality : MALAYSIAN

Passport No. : N/A

Date of Birth : 14/04/97

Place of Birth : PERAK

Age : 26

Marital Status : SINGLE

Permanent Address (house)

B-13-07, MENARA SURIA V12 SOVO,
JALAN SUBANG MAS, TAMAN SUBANG
MAS, 47620 SUBANG JAYA, SELANGOR

Correspondence Address (mailing)

Effective Until : _____

B-13-07, MENARA SURIA V12 SOVO,
JALAN SUBANG MAS, TAMAN SUBANG
MAS, 47620 SUBANG JAYA, SELANGOR

Tel : (House) 04-7728110
No.

(Mobile) 012-4338404

Tel. No. : (House)

(Office) N/A

Fax No. : N/A

E-mail : nurhananiruzli@gmail.com

FAMILY PARTICULARS

i) Name of Spouse : N/A
(if applicable)

Occupation : N/A

Name of Employer : N/A

Tel No. : N/A

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)	01/12 01/14	12/12 12/14	PMR/PT3 Grade : Aggregate :8A SPM Grade : Aggregate :6A 3B 1C
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	06/15	06/18	Major : AEROSPACE ENGINEERING CGPA/Grade : 3.28
Degree Course(s)	03/19	02/22	Major : MECHANICAL ENGINEERING Minor : 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
MATHLAB ONRAMP	MATHWORKS	27/10/20	ONLINE
INTRODUCTION TO STEM	HRD CORP	22/06/22	ONLINE
INTRODUCTION TO SPM	HRD CORP	11/08/22	ONLINE

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

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

• List of PC Software that you are familiar with
MICROSOFT OFFICE, CATIA V5, AUTOCAD, ANSYS

OTHER SKILLS (Please Specify)

MULTITASKING, TEAM BUILDING, CLIENT RELATIONSHIP

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	WATER ROCKET PROJECT COMPETITION (2ND RUNNER UP)
---	--

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 PERTANIAN, INDUSTRIAL TRAINEE	08/21	10/21	3 MON	-ASSIST IN SCHEMATIC DRAWINGS USING AUTOCAD -ASSIST WITH SPECIFICATION CLOSURE FOR PROJECT -PARTICIPATE IN MAINTENANCE MEETING FOR QUALITY IMPROVEMENT	N/A	COMPLETE INTERNSHIP
JABATAN KERJA RAYA NEGERI KEDAH, INDUSTRIAL TRAINEE	03/18	06/18	3 MON	-DATA ENTRY -ASSIST MANAGE INSTALLATION WORKS ON SITE -INSPECT AIR CONDITIONING SYSTEM AND EXHAUST SYSTEM -ASSIST IN PULAU PAYAR WATER SUPPLY SYSTEM -ASSIST WITH QUALITY INSPECTION OF CHILLER SYSTEM	N/A	COMPLETE INTERNSHIP

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: N/A	Bonus (No. of months): <u>N/A</u> Contractual : <u>N/A</u> Variable : <u>N/A</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</u>
Allowances (Please specify if any) : N/A	Car Privilege Type : <u>N/A</u> Driver : <u>(Yes/No)</u> Petrol Allowance/month : <u>N/A</u>	Loan subsidy : <u>Interest rate</u> House (Yes/No) : <u>N/A</u> % Car (Yes/No) : <u>N/A</u> % Others : <u> </u> %	
Other Benefits (If any): <u>N/A</u>			
Expected monthly salary: <u>N/A</u>		Resignation notice period : <u>N/A</u>	

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

N/A

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 / NONS EMPLOYEE)

Name : PROF. MADYA DR. -ING ALHASSAN S. TIJANI
Address : UNIVERSITI TEKNOLOGI MARA
:
:
Tel No. : 03-55435177
Relationship : LECTURER

Name : DR. NOR AFIFAH BT. YAHAYA
Address : UNIVERSITI TEKNOLOGI MARA
:
:
Tel No. : 03-55436283
Relationship : LECTURER

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 : 16/01/23

NUR HANANI BINTI RUZLI



Mechanical Engineer

📍 47620 Subang Jaya, Malaysia

✉ nurhananiruzli@gmail.com

☎ +60124338404

in www.linkedin.com/in/nurhananiruzli

PROFILE

Recent graduate of BEM-accredited BME program seeking an entry-level mechanical engineering position. Dedicated Mechanical Engineer with extensive knowledge of engineering principles, theories, specifications, and standards. Bringing leadership, drive, and adept in overseeing the manufacturing process devices and working with other professionals to ensure that projects are successfully completed.

EDUCATION

Bachelor of Engineering (Hons) Mechanical <i>Universiti Teknologi MARA</i> CGPA: 3.45	Mar 2019 – Feb 2022 Selangor
Diploma of Mechanical Engineering <i>Universiti Teknologi MARA</i>	Jun 2015 – Jun 2018 Pulau Pinang

PROFESSIONAL EXPERIENCE

Industrial Trainee <i>Jabatan Pertanian (Pusat Kejuruteraan Pertanian)</i> <ul style="list-style-type: none">- Assist engineers in producing schematic drawings using AutoCAD- Assist engineers on specification closure for project tender- Assist engineers in inspecting water filter and pump- Plan drawing skills (AutoCAD)	Aug 2021 – Oct 2021 Kedah
Industrial Trainee <i>Jabatan Kerja Raya Negeri Kedah (Mechanical Engineering Branched)</i> <ul style="list-style-type: none">- Data entry- Servicing air conditioning system and exhaust system- Experience working on-site environment- Plan drawing reading skills- Assist in Pulau Payar water supply system development	Mar 2018 – Jun 2018 Kedah

SKILLS

Software (*Microsoft Office, CFD ANSYS Fluent, AutoCAD, Solidworks, Catia V5*),
Language (*English (Full professional proficiency), Bahasa Melayu (Native proficiency), Japanese (Beginner proficiency)*)

AWARDS

Water Rocket Project Competition <i>UniCOE (Carnival of Engineering)</i> 2nd runner up	17 Mar 2017
Solidwork Design Competition 2016 <i>Dassault Systèmes SOLIDWORKS Corp</i>	18 Mar 2016

ORGANISATIONS

Corporate Social Responsibility Program <i>Director of Fundtastic Fur</i> Virtual Activities (Walking, Running, Cycling, Hiking)	May 2021 – Jun 2021 Selangor
---	---------------------------------

Community Service Club UiTM Pulau Pinang
Treasurer of Community Service Club
Hari Raya Aidilfitri Celebration with Orphans in Che Bema Orphanage

Aug 2016
Kedah

COURSES

Introduction to STEM <i>HRD Corp</i>	Jun 2022
Training and Testing Machine Learning Model <i>HRD Corp</i>	Jun 2022
Proactive Conflict Management in the Workplace <i>HRD Corp</i>	Jun 2022
Finishing School Oct 2021 - Feb 2022 <i>University Teknologi MARA</i>	Nov 2021
Water Energy Nexus <i>RMIT University</i>	Jun 2021
Asbestos Awareness Webinar <i>IChemE Universiti Teknologi MARA</i>	Apr 2021
MATLAB Onramp <i>MathWorks</i>	Oct 2020

REFERENCES

Prof. Madya Dr. -Ing Alhassan S. Tijani, Associate Professor, Universiti Teknologi MARA
alhassan@uitm.edu.my, 03-55435177

Dr. Nor Afifah Bt Yahaya, Senior Lecturer, Universiti Teknologi MARA
afifah@salam.uitm.edu.my, 03-5543 6283