

## INTERVIEW APPRAISAL FORM

Name: **MUHAMMAD SAUFI B. ASFIAMAHYUS** Job: **AMO PLANNER PROTEK** Date: **17 JAN 2023**

Interviewed by: **JASMALIZAM B. JAMALUDIN** Designation: **E.C** Dept: **ENG**

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to walk and sit	Good physical appearance	Appears fit and alert	Exceedingly energetic	3
FRASE	Nervous and embarrassed	Difficult and uncomfortable	Well informed and at ease	Alert and free of tension	Very well organized and planned	3
CONFIDENCE	Shy, retiring, aloof	Submissive and argumentative	Reasonably self-assured	Shows self-confidence	Self-assured and inspires confidence	3
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced suits job very well	2
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	3
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
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	3
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	2
ADAPTABILITY	Incompatible	Airight but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
<b>TOTAL</b>						<b>3</b>

Recommendations for employment: YES / NO / KIV

Comments: .....

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 NRIC : MUHAMMAD SAUFI BIN ASFIAMAHYUS

Preferred Name : SAUFI Gender : Male [ / ] Female [ ]

Old I/C No. :- New I/C No. : 970911-10-5987

Nationality : MALAYSIA Passport No. :

Date of Birth : 11.9.1997 Place of Birth : SABAK BERNAM SELANGOR

Age : 26 Marital Status : SINGLE

Permanent Address (house) : BLOK A-G-5 SRI EHSAN APARTMENT JALAN 10 TAMAN SRI EHSAN 52100 KEPONG SELANGOR  
Correspondence Address (mailing) Effective Until : BLOK A-G-5 SRI EHSAN APARTMENT JALAN 10 TAMAN SRI EHSAN 52100 KEPONG SELANGOR

Tel No. : (House) \_ (Mobile) 017-3900521 / Tel. No. : (House) (Office)

Fax No. : - E-mail : saufi669@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.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SMK TAMAN EHSAN KOLEJ VOKASIONAL SG BULOH	2010 2013	2012 2014	PMR/PT3 Grade : 3A 2B 3C Aggregate : SPM Grade : SVM : 3.45 Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) KOLEJ VOKASIONAL SG BULOH	2015	2016	Major : REFRIGERATION AND AIR CONDITIONING TECHNOLOGY CGPA/Grade : 3.72
Degree Course(s) UNIVERSITI TUN HUSSIEN ONN MALAYSIA	2018	2022	Major : EDUCATION TECHNICAL AND VOCATIONAL Minor : CGPA/Class : 3.63
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

Yes\*/No

Bahasa Melayu

\* Written

\* Spoken

• List of PC Software that you are familiar with

Microsoft word, excel and powerpoint

English : \_\_\_\_\_

Excellent

Excellent

### OTHER SKILLS ( Please Specify)

Others : \_\_\_\_\_

Good

Average

### EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements  
or Current  
Involvement

PLAY FOR UNIVERSITI TUN HUSSIEN ONN MALAYSIA IN IPT LEAGUE

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			
DAYA OCI SDN BHD	2019	2018	2	SERVICING HVAC SYSTEM AT KLCC TWIN TOWER	1650.00	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>YES</u> No : _____	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 : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : _____ % House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Other Benefits (If any):			
Expected monthly salary: RM2000.00		Resignation notice period : 1 MONTH	

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

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 / NONSCEMPOLOYEE)

Name : Ts. Dr KHAIRUL ANUAR BIN ABDUL RAHMAN  
Address : UNIVERSITI TUN HUSSIEN ONN MALAYSIA  
86400 BATU PAHAT JOHOR  
Tel No. : 0197903903  
Relationship : ACADEMIC ADVISOR

Name : ZULFIKLI BIN ZAINAL  
Address : LP2 KLCC TWIN TOWER  
50088 KUALA LUMPUR  
Tel No. : 01114219963  
Relationship : 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 : 

Date : 17.1.2023



**Muhammad Saufi Bin Asfiamahyus**

Kepong 52100, Selangor

[Saufi669@gmail.com](mailto:Saufi669@gmail.com)

+60 17-3900521

#### EDUCATION BACKGROUND

**2018 – 2022 ( Universiti Tun Hussien Onn Malaysia )**

- Bachelor of Education Technical and Vocational (Hons.)

**2015 – 2016 ( Kolej Vokasional Sungai Buloh )**

- Diploma in Refrigeration and Air Conditioning Technology
- Diploma Kemahiran Malaysia

**2013 -2014 ( Kolej Vokasional Sungai Buloh )**

- SIJIL VOKASIONAL MALAYSIA (SVM)

#### PROFESSIONAL EXPERIENCE

**2022 – Internship ( Excellent Sun Resources ( Rawang, Selangor )**

- Rewiring building for single phase and 3 phase
- Installation and servicing air conditioning

**2017 – 2018 – Daya Oci Sdn Bhd ( KLCC Twin Tower )**

- AHU servicing, repair and maintenance
- Fire Fan, supply fan, Exos Fan servicing, repair and maintenance
- Cooling Tower inspection and service
- Answer customer question and responded to emergency call
- Motor water pump servicing

## 2017 – Internship (Daya Oci Sdn Bhd ( KLCC Twin Tower )

- Team work activities
- Exposure to maintenance planning program
- Understanding the air-conditioning & electrical system for the KLCC Building

### TECHNICAL SKILLS

- Microsoft Office Suite
- Google Applications
- Hardware Knowledge
- Social Media Platform
  - Troubleshooting

### PERSONAL SKILLS

- Good Communication
- Strategic Thinking
  - Leadership
- Sociable and Punctual
- Open for New Knowledge
- Open Minded and Ambitious

### INVOLVEMENT

- Reserve Officer Training Unit in UTHM, Batu Pahat
- Kejohanan Sukan Antara Kolej Kediaman (SUKOL 2019) UTHM, Batu Pahat
- Program Badminton Antara Kolej Kediaman 3.0 in UTHM, Batu Pahat
- KEJOHANAN SEPAK TAKRAW TIGERS CUP 2019 in UTHM, Batu Pahat

### REFERENCES

(Universiti Tun Hussein Onn Malaysia)

Ts. Dr. KHAIRUL ANUAR BIN ABDUL RAHMAN

Academic Advisor, Universiti Tun Hussein Onn Malaysia, 86400 Batu Pahat, Johor

Tel: +60197903903

Email: [anuarr@uthm.edu.my](mailto:anuarr@uthm.edu.my)

(Daya Oci Sdn Bhd)

Zulkifli bin Zainal

Supervisor

LP2, KLCC Twin Tower 50088, Kuala Lumpur

Tel: +601114219963

Email: [zulkifli@gmail.com](mailto:zulkifli@gmail.com)