

## INTERVIEW APPRAISAL FORM



Name : **SHEREEN SYAFIQQA ABDUL MUHAIMIN**

Position : **RECEPTIONIST CUM ADMIN ASSISTANT**

Date : **22/11/2022**

Interviewer's name : **JUNE ALIAS** Designation : **HRM** Dept : **ADMIN/HR**

PHYSICAL APPEARANCE	Unpleasant appearance <input type="checkbox"/> 1	Appears to lack energy <input type="checkbox"/> 2	Good physical appearance w/out neck tie <input type="checkbox"/> 3	Appears fit and alert <input type="checkbox"/> 4	Exceptionally energetic <input type="checkbox"/> 5	<b>3</b>
TRAITS	Nervous and embarrassed <input type="checkbox"/> 1	Stiff and uncomfortable <input type="checkbox"/> 2	comfortable and at ease <input type="checkbox"/> 3	Alert and free of tension <input type="checkbox"/> 4	Unusually self possessed/alert <input type="checkbox"/> 5	<b>3</b>
CONFIDENCE	Shy, retiring, arrogant <input type="checkbox"/> 1	Submissive, and argumentative <input type="checkbox"/> 2	Reasonably self assured <input type="checkbox"/> 3	Shows self confidence <input type="checkbox"/> 4	Self assured and inspires confidence <input type="checkbox"/> 5	<b>3</b>
EXPRESSION OF IDEAS	Unclear and illogical <input type="checkbox"/> 1	Not well defined or expressed <input type="checkbox"/> 2	Makes sense <input type="checkbox"/> 3	Convincing thoughts <input type="checkbox"/> 4	Exceptionally good and logical <input type="checkbox"/> 5	<b>3</b>
EXPERIENCE	No experience at all <input type="checkbox"/> 1	Experience not suitable but helpful <input type="checkbox"/> 2	Fair experience <input type="checkbox"/> 3	Experience suits job <input type="checkbox"/> 4	Experienced. suits job very well <input type="checkbox"/> 5	<b>3</b>
EDUCATION	No education at all <input type="checkbox"/> 1	Basic education but not enough <input type="checkbox"/> 2	Sufficient education <input type="checkbox"/> 3	Has relevant qualifications and certificates <input type="checkbox"/> 4	Has additional qualifications, Diploma/Degree <input type="checkbox"/> 5	<b>3</b>
MOTIVATION & AMBITION	No motivation and ambition <input type="checkbox"/> 1	Little interest, seems to be complacent <input type="checkbox"/> 2	Interest fair, and reasonable desire to succeed <input type="checkbox"/> 3	Definite future wants to succeed <input type="checkbox"/> 4	Ambitious, high aims, planned aims, of success <input type="checkbox"/> 5	<b>3</b>
COMMUNICATION SKILL <span style="color: blue;">MANDRIN</span>	No skill at all <input type="checkbox"/> 1	Little skill <input type="checkbox"/> 2	Reasonable amount of skill <input type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill <input type="checkbox"/> 5	<b>3</b>
SUPERVISORY SKILL	Lacking in such skill <input type="checkbox"/> 1	Has skills but not enough <input type="checkbox"/> 2	Reasonably skilled <input type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill and experience <input type="checkbox"/> 5	<b>2</b>
ADAPTABILITY	Incompatible <input type="checkbox"/> 1	Alright but not good enough <input type="checkbox"/> 2	Reasonably sufficient <input type="checkbox"/> 3	Good adaptability <input type="checkbox"/> 4	Can definitely adapt well <input type="checkbox"/> 5	<b>2</b>
<b>TOTAL</b>						<b>28/50</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 : .....

25 THN, PENANG, SHAH ALAM, DIP PENGURUSAN PENERBANGAN MRO PUN TAK TAU asik sebut tool store  
AVIATION CO, FAR HELICOPTER PULAU PINANG  
HELIOUTPOST KL - CEMPAKA  
DIVORCE - MOM PENANG, FATHER PERAK  
2/4 2B/2G  
STAYING WITH FREN SEK 14 - TUITION SJKC SUBANG - ENGLISH

OUTTTTTTTTTTTTTTTT

SEKOLAH CHINESE - RENDAH,



# SYEREEN SYAFIQQA



## CONTACT



**Phone**  
+60132814014



**Email**  
ssyereensyafiqqa@gmail.com



**Address**  
SA1-11-20 Vista Alam  
Apartment, Jalan Ikhtisas,  
Seksyen 14, 40000 Shah  
Alam, Selangor.



## EDUCATION

**2010 - 2014**  
SPM  
SMK Convent Butterworth

**2015 - 2018**  
Diploma in Aviation  
Management  
Cybernetics International  
College of Technology



## LANGUAGE

- English
- Malay
- Mandarin



## OBJECTIVE

To gain valuable in real live working experience which will broaden my knowledge and enhance my skills to accomplish self-improvement and to develop career advancement.



## WORK EXPERIENCE

**Far Helicopter Sdn Bhd** 1 years

Working as sales marketing affairs for 1 year including internship 3 months

**Helioutpost KL** 2 years

Working as sales assistant for 2 year

**SJKC Subang Tuition Center** 1 years

Working as tutor in english and bahasa malaysia for standard 1 untill 6, for 8 month



## MY SKILLS

Computer Skills



Communicate Well



Can Work With Other



Stress Tolerance



Good Creativity



Make Decision Skills



## MY REFERENCE

Sir Atand  
Manager Helioutpost KL  
+60124502794

Ms Eunice  
Supervisor SJKC Subang  
Tuition Center  
+60132993845

**For Office Use : HRIS**Interview  
Date:

Panel Interview :

Checked :  
Date &  
InitialPlease Affix a  
Recent Passport Size  
Photograph**EMPLOYMENT APPLICATION  
FORM****PERSONAL PARTICULARS**

Name as per NRIC : SYEREEN SYAFIQQA BINTI ABDUL MUHAIMIN

Preferred Name : SYEREEN

Gender : Male [ ] Female [ / ]

Old I/C No. : 970327075790

New I/C No. :

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 27 MAC 1997

Place of Birth : HOSPITAL SEBERANG JAYA

Age : 25

Marital Status : SINGLE

Permanent Address (house)

SA1-11-20, VISTA ALAM APARTMENT, JALAN  
IKHTISAS, SEKSYEN 14, SHAH ALAM, SELANGOR

Correspondence Address (mailing)

Effective Until : \_\_\_\_\_

Tel No. : (House)

Tel. No. : (House)

(Mobile) 013-2814014

(Office)

Fax No. :

E-mail : ssyereensyafiqqa@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 CONVENT BUTTERWORTH	2010	2014	PMR/PT3 : Aggregate : Grade : SPM Grade : Aggregate : 1B 3C 3D 2E
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) CYBERNETICS INTERNATIONAL COLLEGE OF TECHNOLOGY			Major : DIPLOMA IN AVIATION MANAGEMENT CGPA/Grade : 2.993
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

<u>Title(s)</u>	<u>Organised by</u>	<u>Date attended</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 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 Average	Excellent Excellent Average
Others : <u>Mandarin</u>		

• List of PC Software that you are familiar with  
POWER POINT, MICROSOFT OFFICE

### OTHER SKILLS ( Please Specify )

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

Highest Achievements or Current Involvement	
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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			
FAR HELICOPTER SDN BHD (PENANG)	MARCH 2018	MARCH 2019	1	FLIGHT OPERATION & MARKETING AFFAIR	RM1500	MOVING PLACES
HELIOUTPOST KL	JAN 2019	FEB 2021	2	FLIGHT OPERATION & SALES ASSISTANT	RM1800	GOT BETTER OPPURTUNITY
SJKC SUBANG TUITION CENTER	FEB 2021	FEB 2022	1	TUTOR	RM2500	MOVING PLACES

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:  RM2500	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u> / </u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u> D </u>
Allowances (Please specify if any) :  Other Benefits (If any):	Car Privilege Type : <u> HONDA ACCORD </u> Driver : (Yes/No) Petrol Allowance/month : <u> RM150 </u>	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary: RM2500 - RM2700	Resignation notice period : NO NEED (CAN START IMMEDIATELY)		

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)

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 / NONS EMPLOYEE)**

Name : AHMAD SAFWAN BIN ABU SAMAH  
Address : S1-11-05 VISTA ALAM APARTMENT  
: 40000 JLN IKHTISAS SHAH ALAM  
Tel No. : 017-3009718  
Relationship : FRIENDS

Name : STEPHANIE JOANNIS  
Address : CASARIA APARTMENT E-03-11  
: JALAN JEJAKA, TAMAN MALURI  
: KUALA LUMPUR  
Tel No. : 013-2993845  
Relationship : FRIENDS

**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 : 19 NOVEMBER 2022