

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : MUHAMMAD SYAMEEL BIN HALIM
NRIC

Preferred Name : SYAMEEL HALIM

Gender : Male Female []

Old I/C No. :

New I/C No. : 960821-14-5855

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 21/8/1996

Place of Birth : HOSPITAL KUALA LUMPUR

Age : 27

Marital Status : SINGLE

Permanent Address (house)

KG MASJID LAMA BATU HAMPAR
71300 REMBAU, NEGERI SEMBILAN

Correspondence Address (mailing)

Effective Until : _____

B-6-16 MUTIARAA MAGNA BLOK B
JALAN METRO PRIMA 1
52100 KEPONG KUALA LUMPUR

Tel : (House)

No.

(Mobile) 016-849 0856

Tel. No. :

(House)

(Office)

Fax No. :

E-mail :

syameelhalim21@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	month/year	month/year	
Secondary Education(s) SMK TAMAN SETIAWANGSA	2009	2013			PMR/PT3 Grade : 5A 3B Aggregate : SPM Grade : 4A 2B Aggregate : 1C 2D
A-Level/STPM/Matriculation(s)					Result(s) : Major : Grade :
Certificate(s)					Major : Grade :
Diploma Course(s) UNIVERSITI TEKNOLOGI MARA	6/2014	7/2017			Major : BUSINESS MANAGEMENT CGPA/Grade : 3.10
Degree Course(s) UNIVERSITI KUALA LUMPUR	9/2017	2/2020			Major : BACHELOR BUSINESS ADMIN Minor : ISLAMIC FINANCE CGPA/Class : 3.38
Post Graduate Course(s)					Area of study : CGPA/Class :
Professional Qualification(s)					Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Technical Report Writing Skills	HRD Corp	15 March 2022	Armstrong Auto Parts Sdn Bhd (Seremban)
Strategic Procurement, Negotiation Skills & Cost Reduction Techniques	VH/EITHI Training & Consultancy (M) Sdn. Bhd	12 May 2022	Armstrong Auto Parts Sdn Bhd (Seremban)

LANGUAGE PROFICIENCY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	Excellent	Excellent
English : _____	Excellent	Good
Others : _____		

COMPUTER LITERACY

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

• List of PC Software that you are familiar with
Microsoft (Office / Powerpoint / Excel), SAP Business One, Signing Cloud

OTHER SKILLS (Please Specify)

EXTRAC-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	

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			
Armstrong Auto Parts Sdn Bhd	1/2022	-	1.1	<p>Develop and maintain good relationship with supplier and internal stakeholders.</p> <p>Responsible in Indirect Material purchases (buying machine, jig fabrication, equipment calibration, factory consumables)</p> <p>Maintain Purchase Orders and ensure on-time and accurate submission of orders to suppliers.</p> <p>Negotiating cost prices, orders, delivery method, shipping and payment terms with local and overseas suppliers.</p> <p>Meeting with internal stakeholders and vendors to discuss new developments, defective or unacceptabledgoods or services and determine corrective actions to be followed through</p> <p>Conduct audits to suppliers to access capabilities and competencies to meet product requirement and their adherence to Procurement policies and guidelines.</p> <p>Familiar with SAP Business One Client</p>	RM2,700	To seek for new exposure in Procurement field
Bank Islam Malaysia Berhad	2/2020	12/2021	1.9	<p>Attend customer for financing purposes (Housing/Personal/ Credit Card)</p> <p>Document collection and checking</p> <p>Submission to back office for processing</p> <p>Monitor financing process until disbursement made to customer</p>	RM2,500	Better opportunity and job offer meet interest

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT	TRANSPORTATION
<p>Basic monthly salary: RM2,700</p> <p>Bonus (No. of months): <u>RM5,200 (2m)</u> Contractual : _____ Variable : _____</p>	<p>Do you possess your own transport : <input checked="" type="checkbox"/> Yes : _____ No : _____</p> <p>What type of transport license do you have? <u>B2, D</u> Others:(Please specify) : _____</p>
<p>Allowances (Please specify if any) : _____ RM40 - transportation Other Benefits (If any): _____</p>	<p>Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____</p> <p>Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %</p>
<p>Expected monthly salary: RM3,500</p>	<p>Resignation notice period : 2 months</p>

What is your greatest achievement in your previous/current career?
Cost down initiative for multiple consumable items - RM 24k (year 2022)

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 / NONSCEMPLOYEE)

Name : Tan Kok Sun	Name : Ezzia Binti Norsin
Address : 4449, Jln Permatang Pauh, Mak Mandin 13400 Butterworth, Pulau Pinang	Address : 4449, Jln Permatang Pauh, Mak Mandin 13400 Butterworth, Pulau Pinang
Tel No. : 018-221 2622	Tel No. : 011-5695 9868
Relationship : Purchasing & Logistic Manager	Relationship : HR Senior Executive (OD)

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 : 10/2/2022