

Mr. Syahmi
16/6/22



For Office Use : HRIS

Interview
Date:
Panel Interview :



Checked :
Date &
Initial

**EMPLOYMENT APPLICATION
FORM**

PERSONAL PARTICULARS

Name as per : Muhammad Syahmi Arief Bin Noor Hizat
NRIC

Preferred Name : Syahmi Arief		Gender : Male <input checked="" type="checkbox"/> Female []	
Old I/C No. :		New I/C No. : 950807-14-6991	
Nationality : Malaysian		Passport No. :	
Date of Birth : 7/8/1995		Place of Birth : Kuala Lumpur	
Age : 26 ✓		Marital Status : Single	
Permanent Address (house) No 23 JLN 7a/5, Bandar Tasik Puteri, 48020 Rawang, Selangor		Correspondence Address (mailing) Effective Until : _____ No 23 JLN 7a/5, Bandar Tasik Puteri, 48020 Rawang, Selangor	
Tel : No.	(House)	Tel. No. :	(House)
	(Mobile) 017-6802922		(Office)
Fax No. :		E-mail :	syahmi195@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)	2008	2012	PMR/PT3 Grade : Aggregate : SPM Grade : 5A 3B 1C Aggregate :
A-Level/STPM/Matriculation(s)	2013	2014	Result(s) : 2.40
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	September 2014	January 2018	Major : Aviation Management Minor : CGPA/Class : 2.85 / Second class (lower)
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Professional Programme in Excel Analytics	UNITAR	13-17 December 2021	UNITAR
Subang Airport fire exercise	Malaysia Airports	13 November 2018	Subang Airport

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

• Are you familiar in operating a computer?

Yes* / No

• List of PC Software that you are familiar with

Microsoft Word, Powerpoint, Excel, Adobe Premiere Pro, After effect

OTHER SKILLS (Please Specify)

Listening, Teamwork, Leadership

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	Marketing Leader for BAVM Elite Club
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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			
Malaysia Airports Holding Berhad - Airport Operation Airport Apprentice	September 2018	March 2019		Supporting and liaise with operation senior executive and duty officer to ensure airport operation is running smoothly.	RM2000	Contract ended
Conduent Business Services Malaysia Sdn Bhd - Training Services Coordination and Logistics Associate	January 2020	April 2021	1 Year	Perform data entry support as it relates to learning administration as needed	RM 2600	Company retrenchment
UNITAR International University - Digital Marketing Assistant	December 2021	March 2022		Identifies trends and insights and utilizes strong analytical ability in finding data on projects. Provides thought leadership and perspective for adoption where appropriate.	RM1200	Contract ended

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 : Interest rate _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others _____ : _____ %	Other Benefits (If any):	
Expected monthly salary: RM2200	Resignation notice period : - 1 month		

What is your greatest achievement in your previous/current career?
I presented a detailed documentation on social media peripheral to the marketing director

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.

No

PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)

Name : Tajuddin
Address : Lapangan Terbang Sultan
: Abdul Aziz Shah,
: 47200 Subang, Selangor
Tel No. : 019-3593744
Relationship : Officer

Name : Zawiah Abdul Majid
Address : UNIKL MIAT, Jalan Lapangan Terbang
: Subang, 47200 Subang Jaya, Selangor
Tel No. : 019-3373634
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 : 14 June 2022

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: Syahrini Arief Bin Nur Hidayat Position: Protape Date: 14 June 2022

Interviewer's name: Nik Mohd Fadz Designation: Protape Dept: Commercial

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>	4
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>	4
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>	4
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>	4
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>	4
TOTAL						32/50

Recommendations for employment :

YES NO / KIV

Comments : → have passion in creative work.

- willing to work in commercial. Propose if he wanted internal in IT first.

Signature of Interviewer : [Signature] Basic salary : _____ Allowances : RM 2,000.00

Reporting to : Comm/Arntan Department : TSC Section : TSC

Commencing date : _____ Probation : _____ Others : _____

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

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Not sure up.

MUHAMMAD SYAHMI ARIEF BIN NOOR HIZAT



Rawang, Selangor +6017-6802922 syahmi195@gmail.com
in linkedin.com/in/syahmi-arief195/

WORK EXPERIENCE

Digital Marketing Assistant December 2021 - Present
UNITAR International University

- Identifies trends and insights and utilizes strong analytical ability in finding data on projects.
- Provides thought leadership and perspective for adoption where appropriate.

Training Services Coordination and Logistics Associate January 2020 - April 2021
Conduent Business Services Malaysia Sdn Bhd

- Maintain course/curriculum information within Learning Management System (LMS)
- Provide point of contact for course owners for service support
- Manage event activities including class adds, class cancellations, enrollments, confirmations, waitlists, facilities scheduling, class close out activities, and reporting
- Enroll students and maintain course rosters for all scheduled courses
- Perform data entry support as it relates to learning administration as needed
- Ensure client standard operating procedures, processes and service level agreements are maintained
- Identify and trouble shoot discrepancies
- Perform client requested tasks
- Escalate service issues to Manager for resolution

Airport Operation - Airport Apprentice September 2018 - March 2019
Malaysia Airports Holding Berhad

- Supporting and liaise with operation senior executive and duty officer to ensure airport operation is running smoothly.
- Compiling and analyzing data for a lot of different task. Such as SMS (Safety Management System) by checking the reports of Aircraft and non-aircraft related incident, Birdstrike, Wildlife and many more, Bay allocation for Firefly and Malindo, insurance for the working permit in Sultan Abdul Aziz Shah Airport.

Internship February 2017 - June 2017
Brahim's SATS Food Services Sdn Bhd

- Monitor and analyze staff data in complying Halal compliance. Email the catering info to the flight operation department for any ingredients exchange and inform the kitchen department for any changes and assist any work by DSM (Duty Shift Manager).
- Monitor staff in complying with SOP and reporting any issues to the operation manager at the operation line (Operation).

PROFILE

A hardworking graduate from Universiti Kuala Lumpur Malaysian Institute Aviation Technology pursuing studies in Bachelor Degree in Aviation Management. Possess major interest in handling people and major workload with critical thinking skills. Will love to deposit extra effort in order to gain more experience and knowledge within the company. Seeks a challenging working experience that will allow me to learn and develop new skills that will come in handy for improving my performance towards the company.

SKILLS

Microsoft
Word, Powerpoint, Excel

Adobe
Premiere Pro, Photoshop, After Effects

Teamwork Skills
Reliability, Positivity and Listening skills

EDUCATION

Bachelor of Aviation Management (HONS) 2014 - 2018
Universiti Kuala Lumpur Malaysian Institute Aviation
Technology

Malaysia Matriculation (Accounting) 2013 - 2014
Kolej Matrikulasi Perlis

Sijil Pelajaran Malaysia (SPM) 2012 - 2012
Sekolah Menengah Kebangsaan Bandar Tasik Puteri

REFERENCES

Murtirao Soorianarayanan
Senior Supervisor, Delivery
Conduent Business Services Malaysia
Sdn Bhd
(+60)17 309 0791

Azhari Bin Edon
Head Of Operation
Malaysia Airports Holdings Berhad
(+60)16 226 3739

Mohammad Sulhan Abdullah
Transportation & Logistic Manager
Brahim's SATS Food Services Sdn. Bhd
(+60)19 242 2575

Zawiah Abdul Majid
Academic Advisor/Lecturer
Bachelor of Aviation Management
Universiti Kuala Lumpur Malaysian
Institute of Aviation Technology
(+60)19 337 3634

LANGUAGE

Bahasa Melayu :Native speaker

English :Very good command

EXTRACURRICULAR ACTIVITIES

COVID-19 Volunteer (IDCC Shah Alam)

Megaklinik Zahran

Volunteer

Subang Airport Fire Exercise 2018

Lapangan Terbang Sultan Abdul Aziz Shah, Subang

F&B Committee

BAVM Dinner

Universiti Kuala Lumpur Malaysian Institute of Aviation Technology

Marketing Leader

Aviation Freshie 2014

Universiti Kuala Lumpur Malaysian Institute of Aviation Technology

Participant

Jawatankuasa Perwakilan Pelajar

Kolej Matrikulasi Perlis

Exco Kerohanian