

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial

Galaxy Aerospace

maintenance, repair, overhaul

**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**

Name as per NRIC : NOR IRWANDI BIN ISMAIL

Preferred Name : ANDI

Gender : Male Female []

Old I/C No. : 771215-10-5893

New I/C No. :

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 15-12-1977

Place of Birth :

Age : 46 TAN

Marital Status :

Permanent Address (house) D-7-10
PANGSAPURI PUCHONG PERMATA 1
JEN PERMATA 4 47100 PUCHONG
SELANGOR

Correspondence Address (mailing)

Effective Until : _____

Tel. No. : (House)

Tel. No. : (House)

(Mobile) 0182533720

(Office)

Fax No. :

E-mail : norirwandi12@gmail.com

FAMILY PARTICULARS

i) Name of Spouse (if applicable) : NOR LIDATI BT MAT SARIF

Occupation : QA.

Name of Employer : UNISTO

Tel No. : 03 80519385 / 016 9560102

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	NOR IRJANA ZAFRINA	18-TAN	16/JUN/2005	UNIVERSITY
2.	NOR IRSITYA ZALWANI	16-TAN	05/DEC/2007	SECONDARY
3.	NOR IREEN ZULAIKHA	9-TAN	24/JUN/2014	PRIMARY
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)	1990	1995	PMR/PT3 Grade : Aggregate : SPM Grade : <u>SAP</u> Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE/TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
WASTE DISPOSAL	SHEQ management	NOV 23	HRD OFF
139	HRD		HRD OFF
189	HRD		HRD OFF
169	HRD		HRD OFF
UFT PAFT	HRD		HRD OFF

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

Bahasa Melayu GOOD
English : GOOD
Others : X

* Written * Spoken
B.M-G B.M-G
B-1-A B-1-A

• List of PC Software that you are familiar with
WINDOW

OTHER SKILLS (Please Specify)

EXTRACURRICULAR 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			
- HRO AERO SYS SDN BHD	2022	2023	1 YEARS	TECH	4000	FIND NEW EXPERIANCE
- GALAXY AEROSPACE	2020	2022	2 YEARS	DRIVER	3000	GO FOR STUDYING.
- KOREWELL GRAS	2016	2020	4 YEARS	DRIVER	3500	UPGRADE
- KYA LIMOUSINE TAXI	2010	2015	5 YEARS	DRIVER	3000	UPGRADE
- DIREZI FIELD SDN BHD	2017	2020	3 YEARS	DRIVER	3000	UPGRADE

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 4000	Bonus (No. of months): <u> - </u> Contractual : <u> - </u> Variable : <u> - </u>	Do you possess your own transport Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/>	What type of transport license do you have? B2,D,Others(Please specify) : <u>PSV & DL</u>
Allowances (Please specify if any) :	Car Privilege Type : <u> - </u> Driver : (Yes/No) Petrol Allowance/month : <u> - </u>	Loan subsidy : Interest rate House (Yes/No) : <u> - </u> % Car (Yes/No) : <u> - </u> % Others : <u> - </u> %	
Other Benefits (If any):			
Expected monthly salary: 4,700	Resignation notice period : 24 (hours).		

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 / NONSCEMPLOYEE)

Name : _____
Address : _____
: _____
: _____
Tel No. : _____
Relationship : _____

Name : _____
Address : _____
: _____
: _____
Tel No. : _____
Relationship : _____

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 : 8/12/2023

NOR IRWANDI BIN ISMAIL

A Puchong, Selangor

016-0182533720

norirwandi12@gmail.com



IC No : 771215-10-5893
Age and Gender : 46 / Male
Nationality : Malaysian
Marital Status : Married
Address : D7-10 Pangsapuri Puchong permata 1, Jalan Permata 4,
47100 Puchong Selangor.

WORK EXPERIENCE

- HRD AeroSystems Sdn Bhd, Nilai (2023-present)**
Carried out Overhaul, Repair, Testing, and Inspection on AW139, AW189, AW109 Floatation system and Life Raft in accordance to OEM CMM (Component Maintenance Manual)
- Galaxy Aerospace, Subang (2020-2022)**
Driver and logistic officer delivering staff, equipment and spare parts around Klang Valley and Lumut, Perak In between logistic jobs, I also learned and helped the MRO team with some of the labor parts of the job.
- Kobewell Gas Sdn Bhd, Puchong (2016 to 2020)**
Main job is to supply and deliver the welding gas tank to factories and site constructions within klang valley and southern region.
- KLIA Limousine Taxi, Intermark Hotel, Kuala Lumpur (2010 to 2015)**
Main job was to ferry hotel guests and passengers to commute from Intermark hotel to KLIA and vice versa.
- Direct Field Sdn Bhd, Puchong (2007 to 2010)**
I was a Logistic Officer to a company doing a sub-con job for maxis Telecommunication. We are doing the drilling operation to install and connect the underground piping for maxis network and telecommunication cables. My main job was to manage the logistic and transportation part of the operations by ensuring the workers are ready and machines are fully operational operate at the targeted sites and monitoring them to complete the point of drill within the specified time frame.

6. **Commercial Marketing Distributor Sdn Bhd**, Petaling Jaya (2005 to 2007)
I was part of the Sale Distribution team for British America Tobacco (BAT) Sdn bhd. My job was to manage the logistics and distribution of BAT tobacco products from the main office to the whole of Klang Valley area and collecting the payment from the vendors and local distributors. I also had to ensure the stocks are in good order and the sales proceeds tally with deliveries made at all time.

7. **Arab Malaysia Development Bank**, Jalan Lumut Branch (2003 to 2005)
I was working as the General Clerk cum dispatch officer for a bank that was doing an investment, financing and funding for manufacturing, engineering, properties and trading industries. I was responsible for most of the office clerical jobs like managing filings, mailing, copying, binding and delivering the mails for the company.

8. **Pacific & Orient Insurance Bhd**, Kuala Lumpur (2000 to 2003)
I was working as General Clerk for an insurance company. My responsibility was mostly to do clerical jobs like filing insurance claims, copying, binding, sorting and typing letters.

9. **Excel Shipping and Logistic Sdn Bhd**, Subang Jaya (1997 to 2000)
I was working as the store keeper for a company that was doing the logistics, freight and forwarding for global import/export business. My job was to check, inspect and ensure goods are in good conditions and systematically in order for both incoming and outgoing cargo deliveries. I also managed some of the loading operation like operating the fork lift, Lift Truck and jet-ski machine to maintain the efficient storing process at the warehouse.

10. **Banseke Outdoor Pursuit Management Sdn Bhd**, Raub (1995 to 1996)
I was the course Assistant Facilitator for a team building, corporate wargame team building management programs. I helped to make the course run smoothly and participants have a good memorable programs.

EDUCATION

Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Seri Kampar, Perak [1994]

Sijil Rendah Pelajaran (SRP)

Sekolah Menengah Seri Kampar , Perak [1992]

PROFESSIONAL COURSES

- Attended in house training on AW139, AW189, AW109 Floatation system and Life raft
- Attended a corporate war game teambuilding and management exercise organized by Banseke in 1995.Learned how to become a team player and a dedicated employee in a challenging environment.
- Attended English Conversation Course at Tutorial Institute in 1996. Learned to communicate in English in daily conversation.
- Attended Microsoft office applications training internally with AMDB in 2003.Learned to use office applications like word and excel.
- Attended "Take CHARGE " sales training course with Business Edge sales Training in 2007. Learned to become a successful sales person and equip myself with confidence in marketing.

PERSONAL SKILLS

Languages

- Bahasa Melayu (spoken and written)
- English (spoken and written)

Computer Literacy

Microsoft Words
Microsoft Excel

Driving License

Category – Class B, D, GDL E, PSV

I possess own transportation and willing to work overtime, travel outstation and go beyond the job description if required.

REFERENCE

Norizlan Ismail

AMBANK

012-6727919

Sheikh Izzul Bin Sheikh Azmi

Maintenance Manager

HRD Aerosystem Sdn Bhd

011-11917116