



# NORFARA AIZA HAMZAH

## Process/Project Engineer

Selangor Darul Ehsan | 011-19717023 | faizehamzah@gmail.com

### PROFILE SUMMARY

Details-oriented engineer with 4+ years in the design, development and implementation phase. Experienced in working on projects from concept to completion using Inventor, SolidWorks and other engineering software programs. Able to learn new tasks quickly and proven track record of team leadership, project management and customer relations. Strong project management skills including budgeting, scheduling, and resources allocation.

### EDUCATION

#### Bachelor of Engineering (Aerospace)

Universiti Putra Malaysia (UPM)

2014-2018

#### Foundation Studies of Agricultural Science

Universiti Putra Malaysia (UPM)

2013-2014

### WORK EXPERIENCE

#### Process Engineer

Sepang Aircraft Engineering Sdn Bhd

2022-2024

- Incharge in workshop in-house capabilities development concerning any new process development and responsible in improvement accordance with management directive.
- Prepare and develop detailed process and workshop procedures in AMOS.
- Liaise with Technical Services Department for all technical issues related to repair/components within the workshop.
- Review and optimize workshop worksheet or control documents to be accordance with the practice and best process flow.
- Responsible for First Article Inspection (FAI) packages, including final improvement.
- Collaborating with cross-functional teams to develop and implement process changes.
- Managing the training process for technicians from the time the RFQ is issued until the training is completed.
- Responsible for safety assessment of the workshop department, including Hazard Identification, Risk Assessment, and Risk Control (Hirarc) and management of change (MOC).
- Maintaining the workshop standard operating procedures (SOP).
- Enhancing components maintenance efficiency through the development and implementation of process improvement.
- Conducting an analysis of the component's load capacity in the workshop.
- Evaluate new equipment upgrades to enhance overall process capabilities.

2021-2022

**Project Engineer**

Aerospace Partners Engineering Sdn Bhd

- Planned and controlled the day-to-day activities, managing changes within a project.
- Developed documentation for new or existing project including 2D and 3D drawing, specifications, BOM and assembly procedures.
- Provided engineering support in solving day-to-day manufacturing issues related to sheet metal forming, fabrication, and assembly including fixtures and special treatment such as heat treatment, anodizing, and black oxide.
- Developed detailed project plans to ensure timely completion and deliverables were met.
- Collaborated with other departments to facilitate successful project completion.
- Developed comprehensive engineering documents for all projects.
- Negotiated contract with suppliers to secure favorable terms, resulting in cost saving for the company.
- Trained and mentored junior engineer, providing guidance and direction.

**Project Engineer/Coordinator**

Kaazam Energy Sdn Bhd

2019-2021

- Assisted project management in the development of an effective job cost budget.
- Coordinated the project's Final Documentation preparation, submission and closed-up.
- Provided technical and commercial solutions to projects.
- Assisted in coordination and scheduling of projects, subcontractor and other forces.
- Reduced project timelines with proactive planning and close monitoring of progress.

**SKILLS**

• Microsoft Word	●●●●●	• Planning / Organizing	●●●●●
• Microsoft Excel	●●●●●	• Problem Solving	●●●●●
• Microsoft Power Point	●●●●●	• Teamwork & Collaboration	●●●●●
• Microsoft Project	●●●●●	• Interpersonal skills	●●●●●
• AMOS	●●●●●	• Great Organisational Skill	●●●●●
• Autodesk Inventor	●●●●●	• Project Implementation	●●●●●
• Solidworks	●●●●●		
• AutoCAD	●●●●●		

**LANGUAGE**

Bahasa Malaysia	Excellent	English	Excellent
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**REFERENCE**

**Muhammad Haziq Brohan**

Senior Project Engineer

Aerospace Partners Engineering Sdn Bhd

017-7763800



**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :  
Date &  
Initial

## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : Norfara Aiza Binti Hamzah		Gender : Male [ ] Female [ <input checked="" type="checkbox"/> ]
Preferred Name : Jekk		New I/C No. : 950124-10-5656
Old I/C No. :		Passport No. :
Nationality : Malaysia		Place of Birth : Klang, Selangor
Date of Birth : 24/01/1995		Marital Status : Married
Age : 29		Correspondence Address (mailing) Effective Until : Permanent _____
Permanent Address (house) PT 13848, Jalan Pusara Kiri, Batu 8, Sijangkang 42500 Telok Panglima Garang, Selangor		No. 239, Jalan Bernam Parit Empat 45400 Sekinchan Selangor
Tel No. : (House)	Tel. No. : (House)	
(Mobile) 01119717023	(Office)	
Fax No. :	E-mail : faizehamzah@gmail.com	

### FAMILY PARTICULARS

i) Name of Spouse : Mohd Haziq Syazani Bin Mohd Talmizi  
(if applicable)  
Occupation : Sr. Exec Safety & Health  
Name of Employer : Wear Safe (Malaysia) Sdn Bhd  
Tel No. : 03-33923088

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace? If yes, please specify.  
No

**EDUCATIONAL DETAILS**

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SM Sains Kuala Selangor	01/08	12/12	PMR Grade : 8A SPM Grade : 6A3B
A-Level/STPM/Matriculation(s) Universiti Putra Malaysia	05/13	06/14	Result(s) : 3.235
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) Universiti Putra Malaysia (BEng)	09/14	10/18	Major : Aerospace Minor : CGPA/Class : 3.005
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**

* Please indicate (Average, Good, Excellent)	* Written	* Spoken
	Bahasa Melayu	Excellent
English	Excellent	Excellent
Others :		

**COMPUTER LITERACY**

<ul style="list-style-type: none"> <li>Are you familiar in operating a computer? Yes*/No</li> <li>List of PC Software that you are familiar with Microsoft Office, Microsoft Project</li> </ul>
<b>OTHER SKILLS ( Please Specify )</b>
CAD Software (Autodesk Inventor, Solidwork, AutoCAD)



**EXTRA CO-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)**

Tertiary Education      Basketball, Rugby, Handball, Softball

Current Involvement

**WORKING EXPERIENCE**

Name of Organisation 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			
Sepang Aircraft Engineering Sdn Bhd Process Engineer	05/22	05/24	2	Handle Capability for Aircraft Components	RM3500	Working Distance
Aerospace Partners Engineering Sdn Bhd Project Engineer	01/21	05/22	1Y4M	Incharge project management	RM3000	Move back to Selangor
Kaazam Energy Sdn Bhd Project Engineer	05/19	01/21	1Y7M	Incharge project management	RM2800	Change of career to the aviation industry

**REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT**

**TRANSPORTATION**

Basic monthly salary : RM3500	Bonus (No. of months) Contractual : - Variable : _____	Do you possess your own transport Yes : Car _____ No : _____	What type of transport license do you have? B2, D, Others (Please specify) : B2, D
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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 : RM3800	Resignation notice period : -
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Please draw/sketch the organisation chart of current/ past employment and indicate the position that you are designated.  
Manager → Team Leader → Team Coordinator → Process Engineer

What is your greatest achievement in your previous/current career?  
I was able to handle and deliver a difficult project within the schedule and timeframe.

How and what can you contribute to Galaxy Aerospace?  
At my previous job, the last project I worked on was the fabrication of jig fixtures for aircraft blade holders. Since I did not have any details or measurements of the blade, I had to reverse engineer it. It was a successful project since I beat the submission deadline without any problems due to the fact that I am a person who believes that nothing is impossible and that I can bring the same level of motivation to this organization.  
What are your career goals or plan and ambition?  
Working my way up to higher positions while building a good reputation and gaining new skills and experience

Is there any other information (personal or work experience) which is relevant to this application? (If yes, please specify) Being able to manage a variety of projects at once forced me to improve my multitasking abilities even further. I am motivated by challenges, and I enjoy the opportunity to improve my skills in future.

Have you been interviewed before in Galaxy Aerospace? If yes, please provide the position interviewed for and date of the interview.  
No

**PERSONAL REFERENCES (NON-RELATIVES/ NONSCEMPLOYEE)**

Name : Muhammad Farizwan Ismail	Name : Muhammad Haziq Brohan
Address : Lot 32, Part 5 45400 Sekinchan, Selangor Darul Ehsan	Address : No. 24, Part 2 Api-Api, Kayu Ara Pasong 82000 Pontian, Johor
Tel No. : 017-2722236	Tel No. : 017-7763800
Relationship : Best Friend	Relationship : Friend

**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.

Signature :  \_\_\_\_\_ Date : 25/5/2024 \_\_\_\_\_



# INTERVIEW APPRAISAL FORM

Name : Norfara Aizs Binti Hanisah Position : Project Engineer Date : 27/5/2024

Interviewer's name : Muhammad Arif Bin Naji, Izzah Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
	1	2	3	4	5	3
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	3
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	4
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	3
	1	2	3	4	5	
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
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
	1	2	3	4	5	
<b>TOTAL</b>						<b>35</b>

Recommendations for employment : YES / NO / KIV  
 Comments : Experience as Project Engineer

Signature of Interviewer : Amir Basic salary : ..... Allowances : .....  
 Reporting to : Engr Engrul Controller Department : Engineering Section : .....  
 Commencing date : ..... Probation : ..... Others : .....  
 Verified by HRD : ..... Approved by : ..... Date : .....



# INTERVIEW APPRAISAL FORM

Name: NORFARA AINA BINTI HAMDAH Position: PROJECT ENGINEER Date: 27/5/2024

Interviewer's name: JASMALZAM JAMALUDIN Designation: E.C Dept: ENGINEERING

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	4
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	4
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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	4
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
<b>TOTAL</b>						<b>4</b>

Recommendations for employment:

YES /  NO /  KIV

Comments: She has exp as project engineer Lev 2 difference company. Well understand project engineer role. She has exp as protogs with GAM on 2016

Signature of Interviewer: JAMALUDIN Basic salary: RM 3700 Allowances:   
 Reporting to: JASMAN ZAM Department: ENGINEERING Section:   
 Commencing date:  Probation:  Others:   
 Verified by HRD:  Approved by:  Date:

Request Salary RM 3800 / nego minimum RM 3700.00