

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : NURUL IZZATI BINTI MOHD ZAINUDDIN @
 NRIC : ZAHIRUDDIN

Preferred Name : NURUL IZZATI

Gender : Male [] Female

Old I/C No. : -

New I/C No. : 960902 - 01 - 7126

Nationality : MALAYSIAN

Passport No. : -

Date of Birth : 2 / 9 / 1996

Place of Birth : MUAR

Age : 26

Marital Status : SINGLE

Permanent Address (house)

DOS 2, LORONG HAJAH AMINAH,
 KG. TENGAH, 83600 SEMERAH
 BATU PAHAT, JOHOR

Correspondence Address (mailing)

Effective Until : _____
 M2-5-111, KONDOMINIUM KRISTAL,
 40 JALAN PUALAM 7/32, SEKSYEN 7
 SHAH ALAM, 40000 SELANGOR

Tel No. : (House) -

Tel. No. : (House) -

(Mobile) 01136060446

(Office) -

Fax No. :

E-mail :

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. | _____ | _____ | _____ | _____ |

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 | |
| Secondary Education(s) SPM SMK PEKAN BARU | 2009 | 2013 | PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate : |
| A-Level/STPM/Matriculation(s) | - | - | Result(s) : |
| Certificate(s) | - | - | Major : Grade : |
| Diploma Course(s) DIPLOMA IN SCIENCE | 2014 | 2016 | Major : CGPA/Grade : 2.83 |
| Degree Course(s) BACHELOR OF ENGINEERING HONORS) MECHANICAL | 2017 | 2021 | Major : MECHANICAL Minor : CGPA/Class : 2.91 |
| Post Graduate Course(s) | | | Area of study : CGPA/Class : |
| Professional Qualification(s) | | | Level/Stage : |

COURSE/TRAINING ATTENDED

| Title(s) | Organised by | Date attended | Location |
|---|----------------------|---------------|-----------|
| - Work at Height | IRATEC | 18/2/2022 | Shah Alam |
| - NIOSH Im Passport | NIOSH | 22/2/2022 | Shah Alam |
| - Telecommunication Engineering competency | Elctra Institute | 3/2/2022 | Shah Alam |
| elab Green | - CIVIL - | | |

| LANGUAGE PROFICIENCY | | COMPUTER LITERACY | |
|--|-----------|--|--|
| * Please indicate (Average, Good, Excellent) | | • Are you familiar in operating a computer? Yes*/No | |
| Bahasa Melayu ✓ | * Written | • List of PC Software that you are familiar with | |
| English : ✓ | Excellent | Microsoft Office | |
| Others : _____ | Excellent | | |
| | Spoken | OTHER SKILLS (Please Specify) | |
| | Excellent | CATIA , Photoshop , Canva | |
| | Good | | |

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

| | |
|---|--|
| Highest Achievements or Current Involvement | - Gold medalist for Surkan Antara Fakulti 2018 - Top 20 teams for Shell Selamat sampai Varsity Challenge 2019 |
|---|--|

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 | | | |
| 1. PUSAT TUISYEN ASTER - PART TIME TUTOR | MAY 2019 | DEC 2022 | 3 | - TEACH MATHS AND SCIENCE FOR UPSR AND PT3 STUDENTS - DEVELOPED SYSTEMATIC TEACHING MATERIALS - PROVIDE APPROPRIATE LEARNING MATERIALS - COACHED MORE THAN 100 STUDENTS OFFLINE AND ONLINE | RM500 | |
| 2. UITM - INDUSTRIAL TRAINEE | JULY 2020 | SEP 2020 | 3m | - MANAGED INTERNAL AND EXTERNAL DOCUMENTATIONS - EVALUATED REAL WORLD APPLICATION OF HVAC IN HOSPITALS - ATTEND TRAINING COURSES TO BUILD UNDERSTANDING ON WATER TREATMENT PROCESS | RM300 | INTERNSHIP |

Please use attachment for additional information.

| REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT | | TRANSPORTATION | |
|---|---|---|--|
| Basic monthly salary: RM 500 | Bonus (No. of months): _____ Contractual : _____ Variable : _____ | 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>B2, D</u> |
| Allowances (Please specify if any) : | Car Privilege Type : _____ Driver : (Yes/No) <u>(No)</u> Petrol Allowance/month : _____ | Loan subsidy : _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ % | Interest rate : _____ % |
| Other Benefits (If any): - | | | |
| Expected monthly salary: RM 2600 ✓ | | Resignation notice period : 2 WEEKS | |

What is your greatest achievement in your previous/current career?

- More than 50% students achieved A in UPSR and PT3
- Favoured by students

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

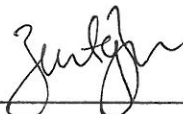
PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : HILMAN SAFWAN
Address : 12-13, RESIDENSI KERINCHI
LORONG KERINCHI KIRI 1,
BANGSAR SOUTH, 59200 KL
Tel No. : 0135119829
Relationship : FRIEND

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 : 21/12/2022

NURUL IZZATI BINTI MOHD ZAINUDDIN

Phone : 011-36060446

Email : nurulizzati531@gmail.com

Address: Shah Alam, Selangor



PROFESSIONAL SUMMARY

A mechanical engineering graduate seeking for a career with a progressive organization that provides an opportunity to use technical skills and abilities in engineering field. A hardworking and energetic individual. Able to put technical, soft-skills, and teamwork skills to good use.

WORK EXPERIENCES

PART TIME TUTOR (Present)

- Teach Mathematics and Science for UPSR and PT3 students.
- Developed systematic teaching materials and provided appropriate learning materials.
- Tracked students' progress through online test.
- Have coached more than 100 students online and offline.
- 50% of the students achieved A in UPSR and PT3.
- Favored by students.

PART TIME PROMOTER (2019 – September 2022)

- Work as a sales promoter to promote studio photo package to graduates during convocation.
 - Distributed flyers and provided brief explanation on the packages to customer.
 - Answer inquiries and try to convince customers to buy the service.
 - Achieved and exceeded sales goals.
- Work under Unilever as a product promoter.
 - Promoted mayonnaise product; Lady's Choice.
 - Prepared food sample and distribute food sample to customer.
 - Promoted new product of Unilever; Clear Botanique shampoo.
 - Explained product's information to over 50 customers daily to persuade customers to purchase.
 - Identified interest and understand customer needs and requirements.
 - Set up booths and promotional stands.
 - Generate reports on number of products sold.

INDUSTRIAL TRAINEE (July 2020 – September 2020)

- Training involved with Hospital Pengajar UiTM project.
- Managed internal and external documentations.
- Joined monthly meetings with engineers to discussed progresses and related issues.
- Evaluated real world application of HVAC in hospital such as in operating theaters.
- Attended training courses to build understanding on water treatment process.
- Learned about chiller systems and firefighting systems in hospital.
- Increased training performance by working closely with supervisors, asking questions, and giving detailed feedback.

EDUCATION

- **BACHELOR OF ENGINEERING (HONOURS) MECHANICAL (2017 – 2021)**
Universiti Teknologi Mara (UiTM)
Core subjects: Fluid Dynamics, Thermodynamics, Dynamics, Mechanic of Materials, Thermal Engineering, Vibrations, Control Engineering, Applied Electronics and Microprocessor, Material for Engineering Application, World Class Manufacturing.
- **DIPLOMA IN SCIENCE (2014 – 2017)**
Universiti Teknologi Mara (UiTM)
Core subjects: Inorganic Chemistry, Mechanics and Thermal Physics, Biological Systems, Physical Chemistry, Electronics, Optics and Waves.

ACTIVITIES

UITM SHAH ALAM, SELANGOR

Head of Department of Multimedia for Institution of Mechanical Engineers Society (IMechE) UiTM (2018 – 2019)

- Provided training among department members for design skills.
- Designed and prepared posters for club events.
- Committee member of Engineering Week which involved all engineering students from 4 faculties.

Exco Multimedia for Mandarin Club UiTM Shah Alam (2018 – 2020)

- Designed posters, banner, and flyers for club events and photographer for club events.
- Managed ICT and Multimedia issues.
- Committee member for Intervarsity Mandarin Camp (IMC) involving other universities.
 - Ensured the program runs smoothly.

Sports Athlete

- Represent UiTM Shah Alam for Karnival Sukan Mahasiswa UiTM (KARISMA) in Taekwondo 2 years (2018, 2019).
 - In 2019, the team got 2 golds, 2 silvers and 9 bronzes.
- Has been selected to represent the faculty for Sukan Antara Fakulti (SAF) in Taekwondo (2018).
 - Won gold medal.
- Managed hockey team for SAF 2019 and supervised the team's training.
 - The team got bronze medal for SAF 2019.

UITM TAPAH, PERAK

Vice President of Taekwondo Club, UiTM Tapah Perak (2015 – 2016)

- Organized events such as Annual Grand Meeting with other members.
- Represent UiTM Tapah for KARISMA in Taekwondo (2015,2016).
- Coordinate programs with members.
- Recruit new members.

Exco Multimedia Applied Science Tapah Club (2015 – 2016)

- Prepared and revised posters for events.
- Took photos for events.
- Committee member for Pre-Graduation Fakulti Sains Gunaan 2016.
 - Prepared montage.
 - Managed ICT and multimedia issues during the event.

PROJECTS

MECHANICAL ANALYSIS AND DEVELOPMENT OF ELECTRIC CART SEAT FOR SPECIAL NEED CHILDREN (FYP1 & FYP2)

- Generated ideas and defined the concepts to be implemented on the design of a special seat for cerebral palsy children to help them with mobility.
- Did research on adaptive seating and assistive technology.
- Form comparison between different type of electric cart seat design to be applied on new seat design for cerebral palsy children.
- Developed a detail design of the special seat.
- Utilized the software CATIA V5 to design the seat and obtained Finite Element Analysis (FEA) as a result.

PHONE-FREE DEVICE

- Work in a group for Shell Selamat Sampai Varsity Challenge 2019.
- Invented a device that could prevent or limit the act of texting while driving.
- This project requires drivers to place their phones on the Phone-Free Device before they start driving. The mechanism used is like the mechanism of seat belt.

ACHIEVEMENTS

- Selected as top 20 teams for Shell Selamat Sampai Varsity Challenge 2019.
- Won silver medalist for Hypermax Taekwondo Open 2018.
- Won gold medalist for Taekwondo SAF 2018.

SKILLS

Personal skills: Have good common sense and communicate well with others. Able to work in a team or independently. Creative, open-minded, and positive. Willing to learn and improve. Have good networking skills.

Technical skills: Good in computer skills such as Microsoft Office and Google Software. Moderately skilled in CATIA. Also skillful in photography and editing. Experienced in technical writing.

LANGUAGE

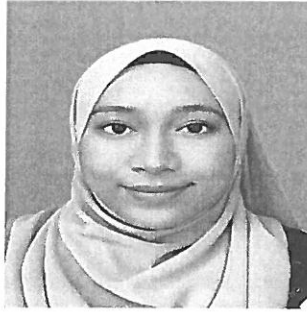
- Malay: Native in speaking while good in writing
- English: Good in writing and speaking

CERTIFICATE

- DOSH Work at Height
- NIOSH TM Passport
- Telecommunication Engineering Competency
- CIDB Green Card

REFERENCES

Ir. Shaharin Bin Hamid,
Industrial Training Supervisor,
Pejabat Pembangunan Infrastruktur & Infostruktur (PPII) UiTM Shah Alam,
Jabatan Projek Hospital Pengajar.
+60 19-280 7039



NURUL IZZATI BINTI MOHD ZAINUDDIN

Last position: Engineering assistant
Last employer: UiTM Shah Alam

011306060446 | nurulizzati531@gmail.com | Shah Alam

Personal Information

| | |
|------------------|-----------------------------------|
| Name | NURUL IZZATI BINTI MOHD ZAINUDDIN |
| City | Shah Alam |
| ZIP/Postal Code | 40000 |
| State | Selangor |
| Date of Birth | 1996-09-02 |
| Gender | Female |
| E-mail | nurulizzati531@gmail.com |
| Telephone number | 011306060446 |

Work experience

Total Work Experience: 3 Years 11 Months

Jul 2020 - Sep 2020
(3 months)

Engineering Assistant

Employer UiTM Shah Alam
Position level Fresh/Entry Level

Related skills Apply technical communication skills | Create solutions to problems | Engineering principles | Engineering processes | Mathematics | Mechanical engineering | Write routine reports

Sector Manufacture of fabricated metal products, except machinery and equipment | Manufacture of machinery and equipment etc.

Job description INDUSTRIAL TRAINING • Training involved with Hospital Pengajar UiTM project. • Managed internal and external documentations. • Joined monthly meetings with engineers to discussed progresses and related issues. • Evaluated real world application of HVAC in hospital such as in operating theaters. • Attended training courses to build understanding on water treatment process. • Learned about chiller systems and firefighting systems in hospital. • Increased training

Driver's License

Skills

Adobe Photoshop | Apply advanced manufacturing | Apply technical communication skills | Create solutions to problems | Documentations | Engineering principles | Engineering processes | Mathematics | Mechanical engineering | Mechanics | Photography | Provide technical documentation | Technical Report | Use a computer | Use microsoft office | Write routine reports | catia

Training

Jul 2020 - Sep 2020

Intern

UiTM Shah Alam, Malaysia

Reference

Ir. Shaharin Bin Hamid

Industrial Training Supervisor

UiTM Shah Alam

0192807039

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: NURUL IZZATI BINTI MOHD ZAINUDDIN Position: PROTEGE - CAND. Date: 22/12/24

Interviewer's name: AMMAR UZMAN Designation: TRAINING COO Dept: HR

| | | | | | |
|-----------------------|---|--|--|---|---|
| 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> |
| 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> |
| 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> |
| 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> |
| 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> |
| 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> |
| 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> |
| 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> |
| 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> |
| 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> |
| TOTAL | | | | | 40 |

Recommendations for employment :

YES / NO / KIV

Comments : up to CAND manager.

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM

Name : NURUL IZZATI BT MOHD ZAINUDDIN Position : PROTEGE CAMO Date : 22/12/2022

Interviewer's name : SYAFIQ ISMAIL Designation : ARS Dept CAMO

| | | | | | | |
|-----------------------|---|--|--|---|---|-----------|
| 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> | 3 |
| 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> | 3 |
| 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> | 3 |
| 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> | 2 |
| 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> | 1 |
| 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> | 2 |
| 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> | 3 |
| 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> | 1 |
| 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> | 2 |
| TOTAL | | | | | | 24 |

Recommendations for employment :

YES NO KIV

Comments : Entry Level. Recommended for T-Pub and T-Record.
Candidate are interested and willing to learn. Candidate were very talcative.

Signature of Interviewer : Basic salary : Allowances :

Reporting to : AMIR ABDULLAH Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :