

## INTERVIEW APPRAISAL FORM



Name : NUR HAMIZAH BINTI SYAMSUL BAHRI Position : Tech. Record Date : 27/6/2022

Interviewer's name : SYAFRUL YAMANI Designation : EM Dept : ENGG.

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>
<b>TOTAL</b>					

Recommendations for employment : **YES / NO / KIV**

Comments : .....

Signature of Interviewer : ..... Basic salary : ..... Allowances : .....

Reporting to : ..... Department : ..... Section : .....

Commencing date : ..... Probation : ..... Others : .....

Verified by HRD : ..... Approved by : ..... Date : .....

## INTERVIEW APPRAISAL FORM



Name: MR HANISAH BINTI SYAMSUL Position: TECHNICAL RECORDS Date: 27/6/22

Interviewer's name: ANWAR CAHMATI 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
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert
	1	2	3	4	5
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence
	1	2	3	4	5
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical
	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
	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
	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
	1	2	3	4	5
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill
	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
	1	2	3	4	5
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well
	1	2	3	4	5
<b>TOTAL</b>					<b>36</b>

Recommendations for employment: YES / NO / KIV

Comments: currently not working

Signature of Interviewer: [Signature] Basic salary: \_\_\_\_\_ Allowances: \_\_\_\_\_

Reporting to: \_\_\_\_\_ Department: \_\_\_\_\_ Section: \_\_\_\_\_

Commencing date: \_\_\_\_\_ Probation: \_\_\_\_\_ Others: \_\_\_\_\_

Verified by HRD: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Any time  
2,500



Dependable and self-motivated professional with 3 years of working experience in aviation industry. A fast learner and has an adequate skills in data management. Detail-oriented with proven ability to prepare accurate reports under strict deadlines.



## NUR HAMIZAH BINTI SYAMSUL BAHRI

### DETAILS

#### Date of birth:

21st February 1997

#### Contact:

017 319 7427 | nurhamizahsb@gmail.com  
Shah Alam, Selangor

### EDUCATIONS

#### Bachelor of Mechanical Engineering

UTM SPACE Kuala Lumpur | 2018 - Present  
CGPA: 3.03

#### Diploma in Mechanical Engineering

Politeknik Premier Sultan Salahuddin Abdul  
Aziz Shah | 2015 - 2017  
CGPA: 3.74

#### Sijil Pelajaran Malaysia (SPM)

SMK Sultan Salahuddin Abdul Aziz Shah, Shah  
Alam | 2010 - 2014  
SPM: 5A 3C 1D

### SKILLS

#### Bahasa Melayu

Advanced (Writing & Speaking)

#### English

Advanced (Writing & Speaking)  
MUET: Band 4

#### Microsoft Office

Advanced

#### AMASIS

Advanced

#### RAMCO

Advanced

#### TRAX

Advanced

#### AERONET

Advanced

#### Auto CAD/DESK

Intermediate

#### MATLAB

Intermediate

### COURSES

Microsoft Excel Advanced

Microsoft Powerpoint Advanced

### EXPERIENCE

#### ■ BHIC AEROSERVICES SDN BHD | EC725 & AS 365

Senior Clerk (Technical Records) | August 2020 - August 2021

- Ensured all aircraft and engine Log Books are kept up to date on a timely basis with current aircraft and engine flight hours and cycles and maintenance activities.
- Compiled and ensured the aircraft status list and maintenance forecast is kept up to date and correctly reflects the applicable limits.
- Maintained a record of current status and compliance of applicable SB/ASB/AD modifications and repair complied on the aircraft.
- Ensured proper security and restricted access to the technical records only to authorized personnel.
- Maintained an efficient filing and archiving system for all paperwork pertaining to aircraft maintenance records.
- Checked and ensured Log Books and related documents are in proper order for the issue of Certificate of Maintenance Review (CMR).
- Ensured all incoming and outgoing document to be recorded and updating necessary document.
- Responsible in updating customer's database system (AMASIS)
- Documented and distributed MoM for Weekly Operation Meeting.
- Participated in setting up RAMCO data system.

#### ■ MALINDO AIRWAYS SDN BHD | B737 & ATR72

Senior Officer (Technical Records) | Feb 2020 - Mar 2020

- Participated in aircraft re-delivery to make sure it is reaching the standard.
- Maintained archives for safe storage of aircraft and components maintenance records.
- Checked and ensured that the logbooks and documents are in proper order for Certificate of Airworthiness renewal.
- Raised airframe, engine and APU logbooks for new aircraft and updated logbooks as per laid down procedure.
- Performed cross verification (sampling) in the relevant work area at specified dates determined by the Technical Records Senior Executive.
- Reviewed and ensured Airworthiness Directives (AD) and Notices (AN) are complied with.
- Updated AD requirements into Computer-based AD monitoring system and printed AD records whenever aircraft is due for C of A renewal or whenever requested by the user.
- Carried out updating of aircraft, engine, propeller, APU and component records into the system from source documents i.e. Check package, EO, Inspection Card (IC) and AJL.
- Maintained an efficient filing system for all paperwork pertaining to aircraft, engine, propeller, APU and component maintenance for easy retrieval of records.

#### ■ GALAXY AEROSPACE (M) SDN BHD | AW139

Technical Records / Publication Assistant | May 2018 - Jan 2020

Industrial Training | Nov 2017 - Apr 2018

- Handled the overall functions and activities of the Technical Records, Technical Planning and Technical Publication section.
- Updated of different types of manuals and documents that are used at the time of maintenance of an aircraft according to latest revision.
- Updated data entry aircraft daily hours and cycles, all defects/rectification action taken.
- Recorded all checks, Service Bulletins and modifications carried out on aircraft.
- Maintained and updated the aircraft logbooks and engine logbooks.
- Reported, monitored and tracked of time limited components.
- Involved in setting up aircraft data onto AERONET system.

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &amp;

Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : **NUR HAMIZAH BINTI SYAMSUL BAHRI**

Preferred Name : **HAMIZAH**      Gender : Male [ ] Female [ / ]

Old I/C No. :      New I/C No. : **970221-10-5824**

Nationality : **MALAYSIAN**      Passport No. :

Date of Birth : **21 FEB 1997**      Place of Birth : **SELANGOR**

Age : **24**      Marital Status : **MARRIED**

Permanent Address (house)  
**PANGSAPURI DANAUMAS,  
 UNIT 608, TINGKAT 2 BLOK 6,  
 JALAN PLATINUM 7/58,  
 SEKSYEN 7, 40000 SHAH ALAM,  
 SELANGOR DARUL EHSAN**

Correspondence Address (mailing)  
 Effective Until : \_\_\_\_\_

Tel No.	(House) -	Tel. No. :	(House)
	(Mobile) <b>017-3197427</b>		(Office)

Fax No. :      E-mail :

### FAMILY PARTICULARS

i) Name of Spouse (if applicable) : **MOHD AFNAN BIN ABDULLAH**  
 Occupation : **TECHNICIAN**  
 Name of Employer : **COLLINS AEROSPACE**  
 Tel No. :

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	<b>MUHAMMAD AFYAN BIN MOHD AFNAN</b>	<b>M</b>	<b>2 OCT 2021</b>	-
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	
Secondary Education(s)	2010	2014	PMR/PT3 Grade : 7A 1B Aggregate : SPM Grade : 5A 3C 1D Aggregate :
A-Level/STPM/Matriculation(s)	-	-	Result(s) :
Certificate(s)	-	-	Major : Grade :
Diploma Course(s)	2015	2017	Major : <b>MECHANICAL ENGINEERING</b> CGPA/Grade : 3.74
Degree Course(s)	2018	PRESENT	Major : <b>MECHANICAL ENGINEERING</b> Minor : CGPA/Class : 3.03
Post Graduate Course(s)	-	-	Area of study : CGPA/Class :
Professional Qualification(s)	-	-	Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
MICROSOFT EXCEL		2021	BHIC
MICROSOFT POWERPOINT		2021	BHIC

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

Bahasa Melayu  
English : \_\_\_\_\_  
Others : \_\_\_\_\_

\* Written      \* Spoken

- Are you familiar in operating a computer?  
Yes\*/No
- List of PC Software that you are familiar with  
**MICROSOFT OFFICE, MATLAB**

### OTHER SKILLS ( Please Specify)

### EXTRACU-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			
<b>BHIC AEROSERVICES SDN BHD</b>	8/20	8/21	1	CARRIED OUT TECH RECORD TASK FOR AIRCRAFT TYPE EC725 AND AS365	RM2400	END OF CONTRACT
<b>MALINDO AIRWAYS SDN BHD</b>	2/20	4/20	2M	CARRIED OUT TECH RECORD TASK FOR AIRCRAFT TYPE B737 AND ATR727	RM2400	RETRENCHMENT
<b>GALAXY AEROSPACE (M) SDN BHD</b>	5/18	1/20	1Y 9M	CARRIED OUT TECH RECORD AND TECH PUBLICATION ASSISTANT TASK FOR AIRCRAFT TYPE AW139	RM1800	CAREER GROWTH

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:  <b>RM2400</b>	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>  /  </u> No : <u>      </u>	What type of transport license do you have? B2,D,Others(Please specify) : <u>  D  </u>
Allowances (Please specify if any) :  Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others _____ : _____ %	
Expected monthly salary: <b>RM 2700</b>		Resignation notice period : <b>1M</b>	



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

**Performed 2 a/c HOTO in a year**

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.

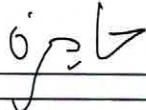
**TECHNICAL RECORD/PUBLICATION ASSISTANT - APRIL 2018**

### PERSONAL REFERENCES (NON-RELATIVES / NONS EMPLOYEE)

Name	: <b>En. Zamry Bin Kamal</b>	Name	: <b>En. Mohamad Saufee Bin Mohamed Amin</b>
Address	: <b>BHIC Aeroservices Sdn Bhd</b>	Address	: <b>BHIC Aeroservices Sdn Bhd</b>
	: _____		: _____
	: _____		: _____
Tel No.	: <b>+60193991069</b>	Tel No.	: <b>+60128643845</b>
Relationship	: <b>Technical Records (CAMO) Manager</b>	Relationship	: <b>Senior Executive (Tech Record)</b>

### 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 : 27 JUNE 2022