



NURSANIA SABIRA SHARIZAL

(+60) 139571169 | saniasharizal98@gmail.com | Ampang, Kuala Lumpur

I am an energetic person and eager to learn new skills. I have a few years' experience working as part of a team and individually. I am a person who enthused about my work and tasks ahead.

Experience

Feb 2022 – September 2022

Human Resource

INNOMAPPS SDN. BHD. Cyberjaya, Selangor

Industry Telecommunication
Specialization Human Resources
Role General HR

- ✦ Always updates staff profile such as increment, new employee, employee promotion at system infotech.
- ✦ Make a schedule and arrange the candidate to interview with the Director and Head of Department.
- ✦ Prepare a termination letter to the staff whom has problem with the attendance also prepare of internal memo, notice and letter when required.
- ✦ Provide payroll information – By collecting time and attendance records and prepared a payslip to the staff.

Aug 2021 - Nov 2021

Internship Student

GLOCO BERHAD | Kuala Lumpur, Malaysia

Industry Healthcare / Medical
Specialization Human Resources

- ✦ In Hr Recruitment hire an internship candidate student in Technical Support and Finance
- ✦ Always update job post in Indeed
- ✦ Interview the candidates through WhatsApp video call
- ✦ Advertise job openings on social media such as Facebook
- ✦ Provide shortlists of qualified candidates to hiring managers

Nov 2020 - Nov 2020

Part Time

Ninja Logistics sdn bhd | Selangor, Malaysia

Industry Transportation / Logistics
Specialization sorting staff

- ✦ Receiving and loading raw materials for processing.
- ✦ Sorting through and removing damaged or defective items from the production line.
- ✦ Organizing and labelling items into categories.
- ✦ Unloading processed items into bins for distribution.

Jan 2018 - May 2018

Sales Assistant in Softline Department

TF VALUE-MART SDN. BHD. | Pahang, Malaysia

Industry Retail / Merchandise

Specialization Sales - Retail/General

- ✦ For Softline, an entry-level role often entails maintaining a store department's appearance, stocking merchandise, and ensuring displays and racks remain in good order. This may include accessing the stock room, and straightening merchandise after customers have looked at or tried on clothing.

Education

Unisel Shah Alam

September 2018 -
November 2021

Bachelor's Degree in Human Resource Management | Malaysia

2016 - 2017

SMK Purun

Higher Secondary/STPM/"A" Level/Pre-U in Sastera | Malaysia

Volunteer

Team Selangor

- **Program Gotong – Royong**
I volunteer to join the program to clean up area of Kampung Melayu Subang to eradicate Aedes.
- ✦ **Project Women's educate (2019)**
I used to be a facilitator of program of Sex Education at SMK Seksyen7 Shah Alam. We educate the students about how to protect themselves about the sensitive part of our body that cannot be touched by other people without their willingness.
- ✦ **Program Dakwah (2019)**
 - ✦ I use to be a secretary in Program Dakwah and my responsibility is:
 - ✦ Responsible to arrange a meeting with another AJK to discuss about the program
 - ✦ Responsible to do a report before and after the program
 - ✦ Responsible to make sure the program went well.

Skills

Advanced
Intermediate

Active Listening, Interpersonal Skills
Communication Skills, Adapting New Procedures, Negotiation Skills

Languages

Language	Spoken	Written
English (Primary)	9	8
Bahasa Malaysia	10	10
Mandarin	8	7

Reference

Nabil Alzahrawi
Senior Executive Sales & Marketing
013 – 212 0101
nabil@innomapps.my

Faizul Haiza Bin Endud
Head of Department
019 – 221 4166
Wxr6660@gmail.com

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
InitialPlease Affix a
Recent Passport Size
Photograph**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per NRIC : *NURSANIA SABIRA BINJI SHARIZAL*Preferred Name : *Sania, Nia*Gender : Male [] Female []

Old I/C No. :

New I/C No. : *980224-05-5120*Nationality : *Malaysia*

Passport No. :

Date of Birth : *24/12/1998*Place of Birth : *Kuala Pilah, Negeri Sembilan*Age : *24*Marital Status : *Single*

Permanent Address (house)

*No. 25, Jalan Tanjung Jaya 6, Taman
Tanjung Jaya, 28300 Tring, Pahang.*

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) *013-957 1169*

(Office)

Fax No. :

E-mail : *saniasharizal98@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)	2011	2015	PMR/PT3 Grade : Aggregate : SPM Grade : <i>credit</i> Aggregate :
A-Level/STPM/Matriculation(s)	2016	2017	Result(s) : 2.75
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	2018	2021	Major : <i>Human Resource Management</i> Minor : CGPA/Class : <i>3.01</i>
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

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	<i>Average Excellent</i>	<i>Average Average</i>
English : <i>Good</i>	<i>Good</i>	<i>Excellent</i>
Others : <i>Mandarin</i>	<i>Average</i>	<i>Good</i>

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

• List of PC Software that you are familiar with

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			
INNOMAPPS SDN BHD	Feb 2022	Sept 2022	8 months months			
qloco Berhad	Aug 2021	Nov 2021	4 months	- Recruitment. - hire internship Student in technical support and finance.	RM 700	Internship
Ninja Logistic Sdn Bhd	Nov 2020	Nov 2020		• Sorting	RM 300	Part time
TF value-mart sdn Bhd	Jan 2018	May 2018	5 months	- sales assistant assistant. • maintaining ensure displays and racks always clean and tidy	RM 1200	Further study in Degree.

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 1,600.00	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : _____ No : <input checked="" type="checkbox"/>	What type of transport license do you have? B2,D,Others(Please specify) : _____
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: RM 2200 - RM 3000		Resignation notice period : 8/9/2022	

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

~~can work~~ - Able to accomplish work within time given.

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

yes. I have an experience in human resource at my previous company.

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 : Sharizal Bin Saidin
Address : NO. 25, Jalan Tanjung Jaya 6,
Taman Tanjung Jaya, 28300
Triang, Pangang
Tel No. : 019-965 7386
Relationship : Father

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 : _____