

INTERVIEW APPRAISAL FORM



Name : NOOR FATIN ALIA' BINTI MD KHALID Position : PROTÉGÉ (TRAINING EXECUTIVE) Date : 03/03/2023

Interviewer's name : ADAM ZAFRAN GEORGE ABDULLAH Designation : TRAINING MANAGER Dept TRAINING

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>	4
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>	4
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>	3
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>	3
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>	4
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>	3
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>	4
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>	3
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>	3
TOTAL						

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

Comments : RECOMMENDED FOR PROTÉGÉ (TRAINING EXECUTIVE)

Signature of Interviewer : Basic salary : - Allowances : RM2000.00
 Reporting to : ADAM ZAFRAN GEORGE ABDULLAH Department : TRAINING Section : TRAINING
 Commencing date : Probation : Others :
 Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM



Name : Noor Fatih Alla Bmi Md Khalid Position : Training Executive Date : 3/2/2023

Interviewer's name : Muhamad Arif Nojaidin Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	3
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	4
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced, suits job very well 5	3
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	4
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	3
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	4
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	4
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
TOTAL						37

Recommendations for employment :

YES / NO / KIV

Comments : Good for Protege / can gem 13 March / Boleh jadi emcee

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

Reporting to : Training Department Department : ANUWAR LAZIMAN
Section : TRAINING COORDINATOR/ CONTROLLER

Commencing date : Probation : GALAXY AEROSPACE (M) SDN BHD

Verified by HRD : Approved by : Date : (1040262-D)



Noor Fatin Alia' binti Md Khalid
930117-01-5670
Lesen B2/ D



No. 27, Jalan Malinja 2,
Taman Santalia, Tongkang Pecah,
83010, Batu Pahat,
Johor.



+6011 3246 3611
fatinaliakhalid@gmail.com

Bahasa Melayu



Bahasa Inggeris



Microsoft Office



Adobe



Komunikasi



Kerjasama



OBJEKTIF

Memberi penuh dedikasi dan usaha dalam memenuhi matlamat organisasi dengan menggunakan pengetahuan, pengalaman serta kemahiran yang dimiliki.

PENGALAMAN KERJA

Perniagaan dalam Talian Secara Sambilan (2020-kini)

- Berperanan sebagai 'Dropship' kepada beberapa jenis produk dengan mempromosikan produk-produk tersebut.

Guru Tuisyen Secara Sambilan (2018)

- Mengajar pelajar sekolah rendah dan menengah subjek Bahasa Melayu di pusat tuisyen swasta.

Pegawai Sumber Manusia, Maple Tricot Industries Sdn. Bhd. (2017-2018)

- Menguruskan pengambilan pekerja tempatan dan asing (urusan agen dan JIM).
- Menguruskan pembayaran gaji, KWSP dan PERKESO.
- Menguruskan pelaksanaan latihan dalam perkhidmatan.
- Menguruskan JKPP dan HRDF.

Latihan Industri di Pejabat Penerangan Daerah Batu Pahat (2016)

- Melaksanakan latihan industri untuk memenuhi syarat bergraduat.
- Membantu urusan perkeranian dan operasi.

PENDIDIKAN

Ijazah Bacelor Sastera (Kesusasteraan Melayu), Universiti Putra Malaysia (PNGK 3.854, 2017)

Sijil Tinggi Persekolahan Malaysia (STPM), SMK Tunku Putra, Batu Pahat, Johor (PNGK 3.665, 2012)

Sijil Pelajaran Malaysia (SPM), SMK Tunku Putra, Batu Pahat, Johor (2010)

PENCAPAIAN BUKAN AKADEMIK

Latihan Kesedaran, ISO 9001: 2015 – Pemikiran Berasaskan Risiko, 2017.

Fasilitator Kem Jati Diri Pelajar Sekolah, 2017.

Setiausaha 2 Program Mari Mengenal Naskhah Melayu, 2016.

Penyertaan dalam aktiviti **Program Bakti Putra** Sempena Majlis Konvokesyen UPM, 2015 dan 2016.

Ketua Program Bengkel Penulisan Sastera Kanak-kanak dan Remaja, 2015.

Timbalan Pengerusi 1 Malam Tradisi Sastera Rakyat Kali ke-30, 2014.

RUJUKAN

Dr. Halis Azhan bin Mohd. Hanafi

Pensyarah Kanan,

Jabatan Bahasa Melayu,

FBMK, UPM

43400, Serdang, Selangor.

+6 03 89468794

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
Initial**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**

Name as per NRIC : NOOR FATIN ALIA' BINTI MD KHALID

Preferred Name : FATIN ALIA

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 930117-01-5670

Nationality : MALAYSIA

Passport No. :

Date of Birth : 17/01/1993

Place of Birth : BATU PAHAT

Age : 30

Marital Status : MARRIED

Permanent Address (house)

NO.27, JALAN MALINJA 2,
TAMAN SANTALIA, TONGKANG PECAH,
83010, BATU PAHAT,
JOHOR.

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

(Mobile) 011-32463611

Tel. No. : (House)

(Office)

Fax No. :

E-mail : fatinaliakhalid@gmail.com

FAMILY PARTICULARS

i) Name of Spouse (if applicable) : MUHAMMAD IKHRAM BIN AHMAD ISKANDIR
 Occupation : PLANNER ENGINEER
 Name of Employer : INNOPEAK (M) SDN. BHD.
 Tel No. : 012-7676877

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)	2006	2010	PMR/PT3 Grade : 5A2B1C Aggregate : SPM Grade : 3A4B3C Aggregate :
A-Level/STPM/Matriculation(s)	2011	2012	Result(s) : STPM : 2A3B+
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	2013	2017	Major : KESUSASTERAAN MELAYU Minor : PENDIDIKAN ISLAM CGPA/Class : 3.854
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
FIRE PREVENTION AWARENESS PROGRAM	FIRE PREVENTION SERVICE SDN BHD	18/04/2017	MAPLE TRICOT IND. SDN. BHD.
ISO 9001:2015 RISK BASED THINKING AWARENESS TRAINING	NOVO QUALITY SERVICES	06/05/2017	MAPLE TRICOT IND. SDN. BHD.
PROSEDUR PERMOHONAN & PENGGAJIAN PEKERJA ASING	KELAB KEBAJIKAN & SUKAN KAKITANGAN PEJABAT BURUH BATU PAHAT	16/05/2017	PINETREE HOTEL , BATU PAHAT

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

Yes*/No

• List of PC Software that you are familiar with
MICROSOFT OFFICE, ADOBE

Bahasa Melayu
English : /
Others : _____

* Written	* Spoken
Excellent	Excellent
Average	Average

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

TIMBALAN PENERUSI 1 MALAM TRADISI SASTERA RAKYAT KALI
KE-30, 2014

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			
HUMAN RESOURCES OFFICER, Maple Tricot Industries Sdn. Bhd	02/2017	01/2018	11 m	<ul style="list-style-type: none"> - Managing the recruitment of local and foreign workers (dealing with agents and JIM). - Managing salary payments, EPF and SOCSO. - Managing the implementation of in-service training. -Managing JKKP and HRDF. 	RM1400	Further study
Please use attachment for additional information.						

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM1400	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u> / </u> No : _____	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) _____ Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Other Benefits (If any):			
Expected monthly salary:		Resignation notice period :	

What is your greatest achievement in your previous/current career?
Manage all tasks in HR Department.

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 : Dr. Halis Azhan bin Mohd. Hanafi
Jabatan Bahasa Melayu,
Address : FBMK, UPM
: 43400, Serdang, Selangor.
Tel No. : +6 03 89468794
Relationship : Lecturer

Name : Nor Azimah binti Abdul Aziz
Address : AJ-01-03 Subang Perdana Goodyear
: Court 10,47630,
: Subang Jaya, Selangor.
Tel No. : 011-11445762
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 (M) Sdn. Bhd. or Gading Group of Companies.

Signature : Fatin Alia Khalid

Date : 02/02/2023