

# INTERVIEW APPRAISAL FORM

Name : **NUR'AIN SYAHIRA BINTI ZAINURIN** Position : **PROTÉGÉ (TRAINING EXECUTIVE)** Date : **20/02/2023**  
 Interviewer's name : **ADAM ZAFRAN GEORGE** Designation : **TRAINING MANAGER** Dept : **TRAINING**

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	3
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced suits job very well	1
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	3
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	3
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	3
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	2
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
<b>TOTAL</b>						<b>24</b>

Recommendations for employment :

Comments : **RECOMMENDED FOR THE PROTÉGÉ (TRAINING EXECUTIVE) POSITION .**

Signature of Interviewer :



Reporting to : **ADAM ZAFRAN GEORGE**

Basic salary :

Allowances : **RM2000.00**

Commencing date :

Department : **TRAINING DEPT.**

Section : **TRAINING.**

Verified by HRD :

Probation :

Others :

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_





### Career objective

To broaden view and knowledge as well as my existence skills to my new environment



017-3836834



ainsyahirazai97@gmail.com



No 44, Jalan Zapin 5C, Bandar Bukit Raja, 41050 Klang.

### Contact

### About me

I am flexible, reliable and possess excellent time keeping skills. Always energetic and eager to learn new skills

### Info

Name : Nur'Ain Syahira Binti Zainurin  
Age : 24 years old  
Date of birth : 18.03.1998  
Status : Single  
Nationality : Malaysian

### Education

**2018 - 2022** Multimedia University  
(Bachelor of Applied Communication)  
CGPA 2.98  
**2017 (STPM)** SMK Sungai Kapar Indah

*New 22 grad*

### Experience

*Freelance MUA*

### Internship, Aluminium Company Bhd (ALCOM) - 2021

Human Resources

- Recruiting and interviewing potential applicants
- Organising and managing new employee orientation, on-boarding, and training programs
- Renewing work permit for foreign workers on MYEG
- Arranging FOMEMA check up for foreign workers
- Performing administrative tasks

### Golden Screen Cinema - 2016

Person In Charge/Crew Leader

- Supervise and train crew members
- Train crew members on food handling and customer services

### Skills and personal strength

- Microsoft Office ( Words, Excel, Powerpoint)
- Able to write and communicate in English & Bahasa Malaysia
- Easily adapt with any kind of environment
- Able to manage time efficiently

### Language

- English
- Malay

### Extracurricular activities

- 2019, Project Ramadhan
- 2019, Business Week
- 2021, Voice Of Youth (Logistic)

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

**Galaxy Aerospace**

Please Affix a  
Recent Passport Size  
Photograph

Checked :  
Date &  
Initial

**EMPLOYMENT APPLICATION  
FORM**

**PERSONAL PARTICULARS**

Name as per NRIC : **NUR 'AIN SYAFFIRA BINTI ZAINUDDIN**

Preferred Name : **AIN**

Gender : Male  Female

Old I/C No. : **980318-10-6558**

New I/C No. :

Nationality : **MALAYSIAN**

Passport No. :

Date of Birth : **18.03.1998**

Place of Birth : **HOSPITAL TA. KAKANG**

Age : **25**

Marital Status : **SINGLE**

Permanent Address (house)

Correspondence Address (mailing)  
Effective Until :

**NO 44, TRUAN ZAPIN ST, BANDAR  
BUKIT MELAKA, 41050 KUALA SELANGOR.**

Tel No. : (House)

Tel. No. : (House)

(Mobile) **017-383 6834**

(Office)

Fax No. :

E-mail :

**ainsyahiraai@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.

NO

**EDUCATIONAL DETAILS**

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) <b>SMC. TAMAN BANG UTAMA</b>	2011	2015	PMR/PT3 Grade : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s) <b>SML. SEKELAPAR INDAH</b>	2016	2017	Result(s) : Major : Grade : Major : CGPA/Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) <b>MUSLIMEDIA UNIVERSITY</b>	2018	2022	Major : <b>BACHELOR OF COMMUNICATION (STRATEGIC COMM)</b> Minor : CGPA/Class : <b>2.98</b>
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**

Bahasa Melayu English Others	* Written	* Spoken
		<b>EXCELLENT</b> <b>GOOD</b>

**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

**OTHERS SKILLS ( Please Specify )**

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

Highest Achievements or Current Involvement	

## WORKING EXPERIENCE

Name of Organization and Position Held	Period of Employment		Total No. of years	Summary of responsibility	Last drawn/current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)				
<b>HUMAN RESOURCES (INTERNSHIP)</b>	<b>MARCH 2001</b>	<b>JUNE 2001</b>		<ul style="list-style-type: none"> <li>- RECRUITING, ORIENTING &amp; MANAGING NEW EMPLOYEES</li> <li>- HANDLING FOREIGN WORKERS</li> <li>- PERFORMING ADMINISTRATIVE TASK</li> </ul>		
Please use attachment for additional information.						

### REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT

### TRANSPORTATION

Basic monthly salary:	Bonus (No. of months): _____		Do you possess your own transport	What type of transport license do you have?
	Contractual : _____		Yes : <input checked="" type="checkbox"/>	B2,D,Others(Please specify) <b>D</b>
	Variable : _____		No : <input type="checkbox"/>	
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: <b>2,600</b>	Resignation notice period : _____			

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

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.

**N0**

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

Name	: <del>ANN AHMAD AMJAR</del>	Name	: <b>NUD PRATI</b>
Address	: <b>LOT 1667, JAGAN MURBAN KAMPUNG RANJAU PANJANG 42160, KLANG SELANGOR</b>	Address	: <b>NO 21, JALAN TAPIN 5B, BANDAR BUKH PAJJA, 41050 KLANG SELANGOR</b>
Tel No.	: <b>018 - 366 2372</b>	Tel No.	: <b>011 - 1563 68116</b>
Relationship	: <b>FRIEND</b>	Relationship	: <b>FRIEND</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 : **18.02.2023**