

## INTERVIEW APPRAISAL FORM

Name NURUL RASHIDAH SALWA RAHIM

Position Assistant Engineering

Date 25/3/2022

Interviewer's name : MOHD FAHMI BIN ZAKARIA

Designation : D-ENG CONTROLLER

Dept ENGINEERING

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy	Good physical appearance	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension 4	Unusually self possessed/ater 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	Not well defined or expressed	Makes sense	Gonvincing thoughts	Exceptionally good and logical	5
EXPERIENCE	No experience at all 1	Experience not suitable but helpful	Fair experience 3	Experience suits job 4	Experienced. suits job very well 5	4
EDUCATION	No education at all 1	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, D1ploma/Degree	5
MOTIVATION & ANBITION	No motivation and ambition 1	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	4
COMMUNICATIO SKILL	No skill at all 1	Little skill	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	5
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough	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	food adaptability 4	Can definitely adapt well 5	4
<b>TOTAL</b>						<b>42</b>

Recommendations for employment:

(YES) / NO / KIV

Comments Meet requirement, OK for immediate contract

Signature of Interviewer



Reporting to

Commencing date

01/04/2022

Verified by HRD

Basic salary.....2000 Allowances -

Department ENGINEERING Section PPL

Probation.....8 MTH Others + 4 MTH (PPL)

Approved by ..... Date

# NURUL RASHIDAH SALWA RAHIM

rashidah.salwa@gmail.com

+6017-2290854

Ayer Keroh, Melaka

www.linkedin.com/in/rashidahsalwa/



970905-04-5340-

## Professional Summary

A diligent, highly passionate, and solution-oriented Bachelor of Aviation Management holder. Academically proven, with great technical and soft abilities needed to advance the organization's aims and objectives.

## Core Competencies

### Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Outlook

### Statistical Skills

- IBM SPSS

### Design Skills

- Filmora
- Canva

### Language

- Bahasa Melayu (Native)
- English (Professional Working Proficiency)

## Education

**Universiti Kuala Lumpur, MIAT Campus - CGPA: 3.46**

(2022)

Bachelor of Aviation Management (Hons.)

Dean's List: Semester 3 & 6

**SMK Munshi Abdullah - CGPA: 2.59**

(2016)

Malaysian Higher School Certificate

## Working Experiences

**DEFTECH Aviation Sdn Bhd**  
**Financial Services (Intern)**

(July - Nov 2021) 4 Months

1. Issue and compile invoices to and from vendors (AirAsia, Royal Malaysian Air Force, Malaysian Flying Academy etc.)
2. Maintain and ensure all vendors paid each project's cost in the allotted time frame to eliminate delays.
3. Conduct follow-ups on customer interactions.
4. Develop and maintain a filing system for all account documents, including payment and general and statement of accounts for each project.

### Achievements

1. Handled renewal of sales and duty import tax exemption on behalf of DEFTECH Aviation Sdn Bhd.

**Sushi King Restaurant**  
**Crew Member (Part Time)**

(Aug - Nov 2017) 3 Months

1. Greeted customers and provided friendly services.
2. Maintain clean, sanitized and well-organized sitting areas.

**Parkson Holding Berhad**  
**Sales Promoter (Part Time)**

(Dec 2014 - Mar 2015) 3 Months

1. Recommend specific product options to meet customer needs.

References will be given upon request