

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : ABDUL QAIYUM BIN ABDUL RAZAK

Preferred Name : QAIYUM

Gender : Male [/] Female []

Old I/C No. : 990929-04-5757

New I/C No. :

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 29 SEPTEMBER 1999

Place of Birth : HOSPITAL BESAR MELAKA

Age : 24

Marital Status : MALAY

Permanent Address (house)
JA 2899 KM40 KAMPUNG CHOHOHONG
77000 JASIN MELAKA

Correspondence Address (mailing)
Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) 010-2985653

(Office)

Fax No. :

E-mail : abdulqaiyum252@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)	1/2012	11/2016	PMR/PT3 Grade : Aggregate : SPM Grade : 2A2B3C1D Aggregate :
A-Level/STPM/Matriculation(s)	7/2017	7/2018	Result(s) : 2.76
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	9/2018	7/2022	Major : MECHANICAL ENGINEERING Minor : CGPA/Class : 3.00
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
SITE SAFETY SUPERVISOR	NIOSH BANGI	28/11/2022	BANDAR BARU BANGI
AUTHORISED ENTRANT STANDBY PERSON (AESP)	NIOSH BANGI	13/12/2022	BANDAR BARU BANGI
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

	* Written	* Spoken
Bahasa Melayu	GOOD	GOOD
English : <u>GOOD</u>		
Others : _____		

• List of PC Software that you are familiar with
MICROSOFT OFFICE, AUTOCAD, SOLIDWORK, MATLAB, CANVA


OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

RESERVE OFFICER TRAINING UNIT (ROTU)

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			
 Galaxy Aerospace maintenance, repair, overhaul						

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	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?

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.

NO

PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : DR. NASUHA BIN SA'UDE
Address : UNIVERSITI TUN HUSSIEN ONN MALAYSIA
:
:
Tel No. : 019-7287605
Relationship : FYP SUPERVISOR & LECTURER

Name : PROF. MADYA DR. ROSLI BIN AHMAD
Address : UNIVERSITI TUN HUSSIEN ONN MALAYSIA
:
:
Tel No. : 013-7796038
Relationship : ACADEMIC ADVISOR & LECTURER

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 : 17/1/2023

INTERVIEW APPRAISAL FORM

Name: **ABDUL RAHMAN BIN ABDUL RAJAK**

Job: **AMO PLANNER PROTEGE**

Date: **17 Jan 2023**

Interviewer: **JASMALIZAM B. JAMALUDIN**

EC: **E C**

ENR: **ENR**

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	3
	1	2	3	4	5	
POISE	Nervous and embarrassed	Slightly uncomfortable	Comfortable and at ease	Relaxed free of tension	Very relaxed and poised	3
	1	2	3	4	5	
CONFIDENCE	Shy retiring aloof	Submissive and argumentative	Reasonably self-assured	Shows self-confidence	Self-assured and inspires confidence	3
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
	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	3
	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	3
	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	3
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	2
	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	2
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
	1	2	3	4	5	
TOTAL						3

Recommendations for employment:

YES / NO / KIV

Comments: **HAS TRANSPORT, HAS KNOWLEDGE TECHNICAL DRAWING**

Signature of Interviewer:  Basic salary: Allowances:

Reporting to: Department: Section:

Commencing date: Probation: Others:

Verified by HRD: Approved by: Date:

INTERVIEW APPRAISAL FORM

Name: **ABOUL GAHYUM ABO RAZAK** Job: **PROTEGE PLANNER** Date: **17/11/2023**

Interviewer's name: **ANWAR LAZMAN** Designation: **HR** Dept: **HR**

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	Relaxed and at ease	Alert and free of tension	Unusually self-possession	3
CONFIDENCE	Shy, retiring, aloof	Submissive and argumentative	Reasonably assured	Shows self confidence	Self-assured and displays confidence	3
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced suits job very well	3
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	4
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	4
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
TOTAL						36

Recommendations for employment :

YES / NO / KIV

Comments : **Suitable candidate for protege planner experience in drawing (Auto-cad)**

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

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

ABDUL QAIYUM BIN ABDUL RAZAK

400 Pm



abdulqaiyum252@gmail.com | 010-2985653 | <https://www.linkedin.com/in/abdul-qaiyum-548259237/>
JA 2899 KM 40 Kampung Chohong 77000 Jasin Melaka
Graduate Mechanical Engineer
Bachelor of Mechanical Engineering (UTM)

EXPERIENCE

July 2021 -
October 2021

Internship

JABATAN KERJA RAYA (JKR) NEGERI MELAKA. Functions as a technical agency to the Malaysian Government. JKR plays a role in implementing infrastructure development and maintenance projects for various ministries, departments, statutory bodies and state governments such as roads, buildings, airports, ports and jetties.

- To ensure all the maintenance in JKR Melaka going smoothly.
- Lead project maintenance given and monitored by the supervisor
- Worked with the contractor that involve with the project.
- Risk Assessment (HIRARC)
- Analyzed downtime machine

June 2019-August
2020

Part Time

CERIA GANDA ENTERPRISE – Jasin, Melaka

- In charge of overall store operation.
- Communicate well with both supplier and customers to meet their satisfactions and demand.

EDUCATION

Sep 2018 Jul -
2022

Universiti Tun Huessein Onn Malaysia - Batu Pahat , Johor
Bachelor Degree in Mechanical Engineering with Honours
(CGPA : 3.00)

May 2017 -
May 2018

Johor Technical Matriculation College - Pontian District, Johor
Certificate in Foundation in Mechanical Engineering

ORGANISATIONAL EXPERIENCE

Sep 2018 –
Jul 2022

Extra curricular involvement

- Joined Reserve Officer Training Unit and commissioned as Second Lieutenant
- Handle mess night for army officer.

Charity Program

- Cleaning Program under ROTU to clean up mosque, graveyard and school around Batu Pahat

ACHIEVEMENTS, PROJECT, CERTIFICATE AND SKILLS

- **Achievements (2022)** – PALAPES Cadet Officer Royal Commissioning Ceremony
- **Projects (2022)** – An Investigate The Mixing Ratio Feed Meal By Sustainable Moringa Oleifera.
- **Certificate** – OGSP passport, AESP passport, TM passport, TNB passport, Site Safety Supervisor (SSS).
- **Soft Skills** – Analytical Thinking, Critical Thinking, Leadership, Teamwork and Fast Learner.
- **Technical** – Microsoft Office (Excel, PowerPoint, Word), SolidWork, AutoCad, Matlab, Lisa 8.0.