

INTERVIEW APPRAISAL FORM



Name: ELENA ZAIMAL

Position: PRODUCTION PLANNER

Date: 28 JULY 2022

Interviewer's name : AMRAN SHAH MASNON

Designation: CHIEF ENGINEER

Dept : AMO

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
TRAITS	Nervous and embarrassed	Stiff and embarrassed	comfortable and at ease	Alert and free of tension	Unusually self possessed / alert	4
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	5
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	4
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	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	4
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	5
<b>TOTAL</b>						<b>42</b>

Recommendations for employment

YES

Comments Very good communication skills. To become PPC

Signature of Interviewer:

*Amran Shah*

Basic salary

RM 2,400.00

Reporting to

Chief Engineer

Department

AMO

Commencing date:

1/8/2022

Probation

Approved by

Verified by HRD



# ELENA ZAINAL

## PRODUCTION PLANNING CONTROL (PPC)

### SUMMARY

To be able to work in creative, flexible and innovative environment which gives me great exposure to grow up professionally and improve myself are one of my objectives in life. I have the ability to work as a team and easy to fit in work place environment. I am willing to learn new things and have a very good discipline and time management.

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### Contact Details

**Mobile:**

011-1086 2460

**Email:**

elenazainal19@gmail.com

**LinkedIn:**

Elena Zainal

**Address:**

Sungai Buloh, Selangor

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### Familiar Aircraft

- B737-600/700/800/900
- ATR 72-600
- A320
- BELL 407GX
- BELL 429
- AS350 B3e
- CESSNA U206G
- R66
- DA42NG

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### Core Strength

- Microsoft 360
- Aircraft Basic Engineering
- Aircraft Documentation
- Aircraft Planning
- CAAM Regulations
- FAA Regulations

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### Soft Skill

- Communication
- Teamwork
- Flexibility
- Time Management

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### Languages Spoken

- Malay - Advanced
- English - Competent

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### Work Experiences

**PRODUCTION PLANNER****SYSTEMATIC AVIATION SERVICES (SAS) | JANUARY 2022- PRESENT**

- To plan, organize, compile and control the maintenance check package and monitor the production stage of aircraft maintenance check in accordance with company, customer and airworthiness requirements.
- Responsible to monitor hours for every aircraft and ensure all the tasks given by CAMO are done before the due date or hours.
- Request and ensure spares and tools available during the maintenance.
- Raise Base Maintenance Release and Permit to Fly for annual inspection.
- In charge of monitoring AMO staff's basic training, approval and license.
- Assist in drafting quotation for clients before proceed it to finance department.
- Supervise OJT trainees such as their attendance and roster.
- Involve in annually internal and external audits to make sure everything is done in accordance to accu procedures.

**AIRCRAFT PRODUCTION PLANNER AND CONTROL****AIROD AEROSPACE TECHNOLOGY (AAe) | JANUARY 2020- DECEMBER 2021**

- Planned, organized, compiled and controlled the maintenance check package and monitored the production stage of aircraft maintenance check in accordance with company, customer and airworthiness requirements.
- Responsible for preparing work flow/gantt chart prior to aircraft induction for C check maintenance.
- Provided aircraft daily report to management team and customer before end of the day.
- In charged of raising maintenance task card for additional work request from customer.
- Controlled and monitored CAAM Form 1 raised from all aircraft for any robbing item.
- Arrange coordination meeting with customer to discuss aircraft maintenance progress.
- Involve in annually internal and external audit to make sure everything is done accordance to accurate procedures.
- Liase with other departments such as production and supply chain for any issue on defects and spares.

# On Job Training Experiences

## **TRAINEE AIRCRAFT MAINTENANCE ENGINEERING MALAYSIA AIRLINES BERHAD | MARCH 2019- SEPTEMBER 2019**

### BASE MAINTENANCE

- Assisted in carry out A check and C check on B737 series, A330 series and A380 in accordance their respective manual.

## **TRAINEE AIRCRAFT MAINTENANCE ENGINEERING AIROD AEROSPACE TECHNOLOGY (AAE) | JANUARY 2018- DECEMBER 2018**

### BASE MAINTENANCE

- Assisted in carry out OMV check and C check on B737 series and ATR series in accordance to their respective manuals.

### WORKSHOP

- Assisted in carry out NDT inspection, sheet metal repair and composite repair.

## **TRAINEE AIRCRAFT MAINTENANCE ENGINEERING MALINDO AIR | JUNE 2017- DECEMBER 2017**

### LINE MAINTENANCE

- Assisted in carry out transit check, stay-over check, refueling and in clearing defects on B737-800 with accordance with their respective maintenance schedule and aircraft maintenance manual.

### SUPPORT SHOP

- Assisted in carry out disassembly, assembly, cleaning and NDT inspection on wheel hub and tyre of B737 series and ATR series.
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# Academic History

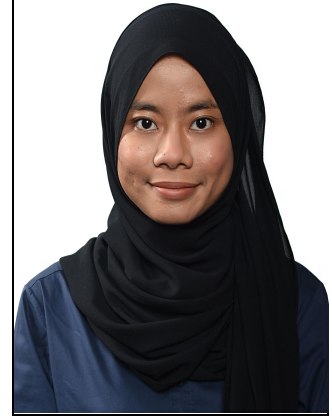
- **DIPLOMA IN AIRCRAFT MAINTENANCE & TECHNOLOGY | PART 147  
INTERNATIONAL COLLEGE OF YAYASAN MELAKA**
- **SIJIL PELAJARAN MALAYSIA | SM SAINS SEMBRONG**

# References

- **HAIRUDEEN MAT**  
*ENGINEERING MANAGER - SYSTEMATIC AVIATION SERVICES*  
*017-935 0907*
- **ROZITA HALINA**  
*PLANNING, ENGINEERING & IT MANAGER - AIROD AEROSPACE TECHNOLOGY (AAe)*  
*019- 382 4737*
- **ZAHIDIL FADLI**  
*LAE - MALINDO AIR*  
*013-682 9858*

**For Office Use : HRIS**Interview  
Date:

Panel Interview :

Checked :  
Date &  
Initial**EMPLOYMENT APPLICATION  
FORM****PERSONAL PARTICULARS**Name as per : ELENA SUHAILI BINTI ZAINAL ABIDIN  
NRIC

Preferred Name : ELENA

Gender : Male [ ] Female [ ]

Old I/C No. :

New I/C No. : 960119-01-5858

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 19 JANUARY 1996

Place of Birth : JOHOR BAHRU

Age : 26

Marital Status : SINGLE

Permanent Address (house)

NO 8, LORONG 4,  
JALAN SENTOSA, KG DATO ONN,  
LARKIN, 80350,  
JOHOR BAHRU.

Correspondence Address (mailing)

Effective Until : \_\_\_\_\_

Tel : (House)

Tel. No. : (House)

(Mobile) 011-10862460

(Office)

Fax No. :

E-mail : elenazainal19@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) SM SAINS SEMBRONG	2012	2013	PMR/PT3 : Aggregate : Grade : SPM Grade : 5A Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) INT COLLEGE OF YAYASAN MELAKA	2015	2019	Major : AIRCRAFT MAINTENANCE CGPA/Grade : 3.55
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
PRODUCTION & PLANNING COURSE	AIROD AEROSPACE	2021	AIROD
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

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

Bahasa Melayu  
English : \_\_\_\_\_  
Others : \_\_\_\_\_

* Written	* Spoken
EXCELLENT	EXCELLENT
GOOD	GOOD

• List of PC Software that you are familiar with  
MICROSOFT 360, AMOS SOFTWARE

### 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			
SYSTEMATIC AVIATION SERVICES PRODUCTION PLANNING	JAN 2022	JULY 2022	6 MONTHS	CONTROL AND REVIEW WORKPACKAGE	RM2500	ENDED CONTRACT
AIROD AEROSPACE TECHNOLOGY	JAN 2020	DEC 2021	2 YEARS	CONTROL AND REVIEW WORKPACKAGE	RM1800	BETTER OPPORTUNITY

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM2500	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>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: RM2700		Resignation notice period : 1 MONTH NOTICE	

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

HANDLE DIFFERENT TYPE OF AIRCRAFT AT THE SAME TIME.

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

NO

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 : HAIRUDEEN MAT  
SYSTEMATIC AVIATION

Address : SERVICES

Tel No. : 017 935 0907

Relationship :

Name : ROZITA HALINA

Address : AIROD AEROSPACE TECHNOLOGY

Tel No. : 019 382 4737

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 : 28 JULY 2022