




FARAH SHAZREEN

HUMAN RESOURCE GRADUATE

CONTACT

-  014-5237131
-  farahshazreen0@gmail.com
-  Kerteh, Kemaman

EDUCATION BACKGROUND

UNIVERSITY TECHNOLOGY MARA, ARAU CAMPUS, PERLIS BRANCH

Bachelor of Business Administration (HONS)
Human Resource Management

CGPA : 3.54

2021-2024

KOLEJ PROFESSIONAL MARA INDERA MAHKOTA (KPMIM)

Diploma In English Communication

CGPA: 3.53

2018-2020

SKILLS

• Technical Skills:

MS Office: Microsoft Word (Excellent) Microsoft Excel (intermediate), Microsoft PowerPoint (Excellent).

• Communication Skills :

Language: Bahasa Melayu (Native Speaker), English (Proficient in oral and written)

• Soft Skills :

Problem Solving: Critical thinking, Decision making and Leadership skills

SUMMARY

A Human Resource graduate who seeks for an opportunity to build career in the industry. Familiar with Industrial Relation, Employment Law, Talent Recruitment and Selection, Compensation and Benefits, Business Analytics and Digital Marketing during my degree. I am sure I will be able to apply the knowledge and skills to unique situation that might happen. During my diploma and degree, I have managed to achieve dean's list award several times. I hope that I can enhance more skills for my future career in Human Resource department in this company.

WORK EXPERIENCE

HUMAN RESOURCE TRAINEE

RB Spectra Sdn.Bhd

September 2023- February 2024

- Involve in staff payroll and requisition.
- Update staff's Weekly Time Sheet checklist.
- Update training checklist for staff training.
- Perform register Purchase Invoice in SQL Accounting system.
- A Document Controller for AMS Department and have engage with clients (Baker Hughes, Bently Nevada, PCSB, MMHE, etc).

BUSINESS OWNER

DAPO RIZQ

2020-2022

- Founder of Dapo Rizq as I am the mastermind to open a home based business.
- Manage all the menus and financial of Dapo Rizq.
- Prepared all the order and delivered the product to customer.

HUMAN RESOURCE TRAINEE

BP PETRONAS Acetyls Sdn.Bhd

July 2020- December 2020

- Involve in the execution of BPPA's Health and Safety exhibition collaboration with DOSH Terengganu and Kolej Vokasional Dungun.
- Update training checklist for staff training.
- Exposed with the Acetyls Competency Tools 2020
- Proofread and check the verification of ACT 2020 for BPPA staff
- Involve in updating the HRA Procedures with the additional terms and conditions and guidelines

REFERENCES

NURLIZAWATI BINTI HASSAN

Human Resource H.O.D

019-9822383

watie@rbsgroup.my

NURLISMA @ JANAWATI HAMZAH

HRA Senior Specialist

019-9863572

Nurlisma.hamzah@bppa.com.my

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
InitialPlease Affix a
Recent Passport Size
Photograph**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per : FARAH SHAZREEN BINTI BAHIRAN
NRIC

Preferred Name : FARAH

Gender : Male [] Female [✓]

Old I/C No. :

New I/C No. : 000224-11-0090

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 24/02/2000

Place of Birth : KUALA TERENGGANU

Age : 24

Marital Status : SINGLE

Permanent Address (house)

PT 11811 JALAN CHABANG, KAMPUNG BARU
KERTEH, 24300 KEMAMAN, TERENGGANU

Correspondence Address (mailing)

Effective Until : _____

Tel : (House) -

Tel. No. : (House)

(Mobile) 014-5237131

(Office)

Fax No. :

E-mail : farahshazreen0@gmail.com

FAMILY PARTICULARSi) 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.

BAHIRAN BIN ABDUL AZIZ

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) MRSM KUANTAN	2013	2017	PMR/PT3 Grade : 4A Aggregate : SPM Grade : 3A Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) DIPLOMA IN ENGLISH COMMUNICATION	2018	2020	Major : ENGLISH COMMUNICATION CGPA/Grade : 3.53
Degree Course(s) BACHELOR IN BUSINESS ADMINISTRATION HONS IN HUMAN RESOURCE	2021	2024	Major : BUSINESS ADMINISTRATION Minor : HUMAN RESOURCE MANAGEMENT CGPA/Class : 3.54
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

<u>Title(s)</u>	<u>Organised by</u>	<u>Date attended</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

* Please indicate (Average, Good, Excellent)

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

COMPUTER LITERACY

• Are you familiar in operating a computer?

Yes* No

• List of PC Software that you are familiar with
MICROSOFT WORD, EXCEL, PROJECT, POWERPOINT

OTHER SKILLS (Please Specify)

CRITICAL THINKING, PROBLEM SOLVING & INTERPERSONAL SKILLS

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	DIRECTOR OF THE RED CALL (LET'S END PERIOD POVERTY)
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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			
RB SPECTRA SDN. BHD (HUMAN RESOURCE INTERN)	SEPT 23'	FEB 24'	6 MONTHS	ASSISTED THREE DEPARTMENTS DURING INTERNSHIP WITH DIFFERENT ROLES		
BP PETRONAS ACETYL S DN.BHD (HUMAN RESOURCE INTERN)	JULY 20'	DEC 20'	6 MONTHS	INVOLVE IN UPDATING HRA PROCEDURES WITH THE ADDITIONAL TERMS AND CONDITIONS AND GUIDELINES		

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 : <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) : Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) _____ Petrol Allowance/month : _____	Loan subsidy : Interest rate _____ % House (Yes/No) : _____ % Car (Yes/No) : _____ % Others _____ : _____ %	
Expected monthly salary:	Resignation notice period :		

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

COMPLETED MY INTERNSHIP IN TIME WITH FLYING COLORS

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

BUSINESS OWNER (D' SHY KITCHEN)

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 / NONSCEMPLOYEE)

Name : ZALIHA BINTI MOHD ZAIN

Address : PT11811 JALAN CHABANG,
KAMPUNG BARU KERTEH, 24300
KEMAMAN, TERENGGANU

Tel No. : 019-9596971

Relationship : MOTHER

Name : FATIN SHAZWINA BINTI BAHIRAN

Address : PT11811 JALAN CHABANG,
KAMPUNG BARU KERTEH, 24300
KEMAMAN, TERENGGANU

Tel No. : 010-4496971

Relationship : SISTER

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 : FARAH SHAZREEN

Date : 20/04/2024