

INTERVIEW APPRAISAL FORM

Name: **NURUL RAHIMAH SALWA BINI RAHM** Job Title: **PLANNER** Date: **7/1/2023**
 Interviewer's Name: **ABULAL LAHMAN** Designation: **HR** Dept: **HR**

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic
TEMPER	Worried and tense	Difficultly approachable	Comfortable and at ease	Alert and free of tension	Unusually self-possessed/alert
CONFIDENCE	Shows reticence and self-doubt	Submissive and argumentative	Reasonably self-assured	Shows self-confidence	Self-assured and inspires confidence
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced, suits job very well
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree
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
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience
ADAPTABILITY	Incompatible	Airight but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well
TOTAL					40

Recommendations for employment: **YES** / NO / KIV

Comments: **Recommended to hire as Energy Planner.**

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

Reporting to: Department: Section:

Commencing date: Probation: Others:

Verified by HRD: Approved by: Date:

INTERVIEW APPRAISAL FORM

Name **NURUL RASHIDAH SALWA BT RAHIM**

Position **AMO PLANNER**

Date **17 Jan 2023**

Interviewer's name **JASMALIZAM B. JAMALUDIN**

Designation **E. C**


Dept **ENG**

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
	1	2	3	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	unusually self possessed/aloof	4
	1	2	3	4	5	
CONFIDENCE	Shy retiring arrogant	Submissive and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
	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	4
	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	4
	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	4
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
	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	3
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Airight but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
	1	2	3	4	5	
TOTAL						39

Recommendations for employment :

(ES) / NO / KIV

Comments : Good communication skill, understand operation clearly willing to upgrade

Signature of Interviewer :  Basic salary : **RM 2200.00** Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRIS

Interview
Date:

Panel Interview :

Checked :
Date &
Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : Nurul Rashidah Salwa Binti Rahim

Preferred Name : Rashidah	Gender : Male [] Female [/]
Old I/C No. :	New I/C No. : 970905-04-5340
Nationality : Malaysian	Passport No. :
Date of Birth : 5.09.1997	Place of Birth : Hospital Besar Melaka
Age : 25 years old and 4 month	Marital Status : Single
Permanent Address (house) No.32, Jalan Utama 3, Taman Bukit Beruang Utama, 75450 Melaka	Correspondence Address (mailing) Effective Until : _____ No.32, Jalan Utama 3, Taman Bukit Beruang Utama, 75450 Melaka
Tel No. : (House) 06-23323117 (Mobile) 017-2290 854	Tel. No. : (House) (Office)
Fax No. :	E-mail : rashidahrahim.galaxy@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)	JANUARY 2010	DECEMBER 2014	PMR/PT3 Grade : 8As Aggregate : SPM Grade : Aggregate ✓
A-Level/STPM/Matriculation(s)	MAY 2015	DECEMBER 2016	Result(s) : 2.59 CGPA
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)			Major : Bachelor of Aviation Management Minor : CGPA/Class : 3.46 CGPA
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Aircraft For PPC	Galaxy Aerospace (M)	14-Sept-2022	HQ Sierra
Air Legislation	Galaxy Aerospace (M)	26-Sept-2022	HQ Sierra
Engineering Procedure Manual for Production Planner	Galaxy Aerospace (M)	21-Nov-22	GAM-MIAT
Human Factors - Initial	Galaxy Aerospace (M)	21-Nov-22	GAM-MIAT
Maintenance Organisation Exposition	Galaxy Aerospace (M)	24-Nov-22	GAM-MIAT

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

	* Written	* Spoken
Bahasa Melayu	Excellent	Excellent
English : _____	Excellent	Excellent
Others : _____		

• List of PC Software that you are familiar with
Microsoft Words and Excel

OTHER SKILLS (Please Specify)

Able to work in a fast-paced environment

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	
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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			
Protec 145 Planner	12/4/2022	Present	9 Months	<ul style="list-style-type: none"> - Planned for aircraft downtime and spares required - Provide monthly aircraft hours to Commercial department - Examined work pack before and after maintenance given by CAMO personnel - Liaise with tool store and warehouse and logistics section for tools and spares required 	RM 1986	/
Financial Services Intern	1/7/2021	20/11/2021	4 Months	<ul style="list-style-type: none"> - Issue and compile invoices to and from clients. - Maintain and ensure all clients paid each project's cost in the allotted time frame to eliminate delays. - Conduct follow-ups on customer interactions. - Develop and maintain a filing system for all account documents. 	RM 500	Completion of Bachelors' Degree

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 1986	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>YES</u> 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: <u>RM 2,500</u>		Resignation notice period :	

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

The fact that I don't have an engineering background and had to learn a lot on my own is my greatest accomplishment as a 145 planner. Much of it was fast-paced. I felt out of place but there wasn't a good procedure for a JBPM fleet PPC's responsibilities. I made the decision to begin learning everything I could about maintenance tasks by reading up on whatever I could get my hands on that was connected to the tasks and created a manual for personal use.

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.

Production Planner and Control Protege

PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)

Name : Rohayah Binti Bakar
Address : No.32, Jalan Utama 3, Taman Bukit Beruang Utama,
75450 Melaka
:
:
Tel No. : 019-6085110
Relationship : Mother

Name : Rahim Bin Tambi
Address : No.32, Jalan Utama 3, Taman Bukit Beruang Utama,
75450 Melaka
:
:
Tel No. : 019-6700870
Relationship : Father

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 : 16/1/2023

NURUL RASHIDAH SALWA RAHIM

rashidah.salwa@gmail.com

+6017-2290854

Ayer Keroh, Melaka

www.linkedin.com/in/rashidahsalwa/



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

Bachelor of Aviation Management (Hons.)

(2022)

SMK Munshi Abdullah

Malaysian Higher School Certificate

(2016)

Working Experiences

Galaxy Aerospace (M) Sdn Bhd AMO Planner (Protege)

April 2022 - Present

- Planned for aircraft downtime and spares required for scheduled maintenance inspection.
- Examined work pack and worksheet with the EIC before and after maintenance, and ensured that the document is complete before submitting it to the CAMO department.
- Provide monthly aircraft hours to the Commercial Department for claim purposes.
- Coordinate with Tool store and Warehouse and Logistics section for tools, equipment, spares and consumables required for forecasted maintenance and defect rectification.
- Managing the maintenance activities timeline to ensure targets are met.

DEFTECH Aviation Sdn Bhd Financial Services (Intern)

(July - Nov 2021) 4 Months

- Issue and compile invoices to and from vendors (AirAsia, Royal Malaysian Air Force, Malaysian Flying Academy etc.)
- Maintain and ensure all vendors paid each project's cost in the allotted time frame to eliminate delays.
- Conduct follow-ups on customer interactions.
- 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.

References will be given upon request