

**For Office Use : HRIS**

Interview

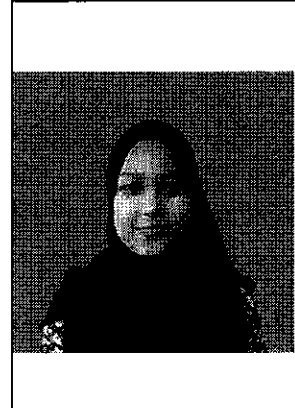
Date:

Panel Interview :

Checked :

Date &amp;

Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : SITI NUR AKHLUMA BINTI JAAFAR

Preferred Name : AKHLUMA JAAFAR

Gender : Male [ ] Female [ / ]

Old I/C No. : -

New I/C No. : 960210-02-5432

Nationality : MALAYSIAN

Passport No. : -

Date of Birth : 10-02-1996

Place of Birth : HOSPITAL JITRA

Age : 28 Y/O

Marital Status : BACHELOR

Permanent Address (house)

NO25, KAMPUNG WANG PERAH,  
MUKIM KBG PASU,  
06000 JITRA, KEDAH.

Correspondence Address (mailing)

Effective Until : 30-10-2024

5889, JALAN JATI, KAMPUNG MELAYU SUBANG,  
40150, SHAH ALAM, SELANGOR.

Tel No. : (House) -  
(Mobile) 017-4077027

Tel. No. : (House) -  
(Office) -

Fax No. : -

E-mail : akhlumajaafar@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. | _____ | _____  | _____      | _____              |

## WORKING EXPERIENCE

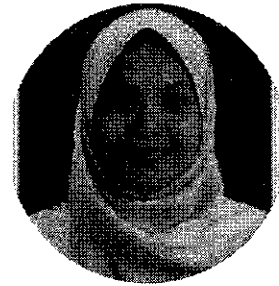
| Name of Organization and Position Held                                | Period of Employment |            |                    | Summary of responsibility   | Last drawn/ current salary | Reason(s) for leaving/wanting to leave |
|---|----------------------|------------|--------------------|---|----------------------------|--|
|   | From (mm/yy)         | To (mm/yy) | Total No. of years |   |                            |  |
| BHIC AEROSERVICES SDN BHD (PROCUREMENT RPOTEGE)                       | 02/2024              | PRESENT    | 3/12               | * ASSIST THE MATERIAL PLANNER:<br>- BY MONITORING THE SPARES AND COMPONENTS BESIDES THE CONSUMABLE ITEMS THAT ARE REQUIRED BY THE MAINTENANCE LINES.<br><br>* ASSIST THE PROCUREMENT EXECUTIVE:<br>- IN PROCESSING REQUEST FOR QUOTE BY DOING RESEARCH AND DEVELOP NEW SOURCES SUPPLY WHEN REQUIRED.<br>- REQUEST, EVALUATE AND RECOMMEND ON RECEIVED QUOTE FROM APPROVED/ REGISTERED VENDOR BASED ON PRICE AND DELIVERY DATE TO MEET CUSTOMER REQUIREMENT.<br>- ISSUE PURCHASE ORDER TO SELECTED VENDOR ONCE RELEVANT APPROVAL AUTHORITY APPROVES. | RM 2000.00                 | SECURE A PERMANENT JOB                 |
| WESTSTAR AVIATION SERVICES SDN BHD (LOGISTICS PROTEGE)                | 02/2023              | 02/2024    | 1.1 YEARS          | * ASSIST THE EXECUTIVE STOREMAN:<br>- IN RECEIVING INCOMING ITEMS FROM SHIPPING AND SORTING, LABELLING AND STORING THEM IN THEIR ALLOCATED LOCATION<br>- TO ISSUE OUT ITEMS FROM TOOL AND BONDED STORE TO USERS AND ENSURING THEY ARE IN GOOD CONDITION AND ACCOMPANIED WITH APPROPRIATE DOCUMENTS<br>- TO TAKE APPROPRIATE ACTIONS ON RETURNED ITEMS INCLUDING QUARANTINE, SCRAP AND RETURN TO VENDOR  | RM 2000.00                 | END OF CONTRACT                        |
| SHIPPING & AVIATION COLLEGE (JUNIOR LECTURER CUM PROGRAM COORDINATOR) | 09/2021              | 07/2022    | 10/12              | * PLANNING TEACHING, INCLUDING LECTURES, SEMINARS/TUTORIALS AND LEARNING MATERIALS (MQA STANDARD)<br>* MEETING STUDENTS INDIVIDUALLY TO DISCUSS PROGRESS<br>* CHECKING AND ASSESSING STUDENTS' WORK<br>* CARRYING OUT ADMINISTRATION SUCH AS ATTENDING FACULTY MEETINGS AND WRITING REPORTS<br>* SUPERVISING THE PRACTICUM STUDENTS<br>* MANAGING THE MQA DOCUMENT FROM MQA/PA TO MQA/FA  | RM 2300.00                 | FURTHER STUDY                          |

**Please use attachment for additional information.**

| REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT   |  | TRANSPORTATION  |  |
|---|--|---|--|
| Basic monthly salary:   | Bonus (No. of months): _____<br>Contractual : <u>8.5 MONTHS</u><br>Variable : _____                    | Do you possess your own transport<br>Yes : <u> / </u><br>No : _____ | What type of transport license do you have?<br>B2,D,Others(Please specify) : <u>B2,D</u> |
| Allowances (Please specify if any) :<br>- Car Privilege Type : _____<br>- Driver : (Yes/No)<br>- Petrol Allowance/month : _____ | Loan subsidy : Interest rate<br>House (Yes/No) : _____ %<br>Car (Yes/No) : _____ %<br>Others : _____ % | Other Benefits (If any): -  |  |
| Expected monthly salary: RM 3100.00   |  | Resignation notice period : TWO WEEKS                               |  |

# AKHLUMA JAAFAR

FIELD OF LOGISTICS &  
SUPPLY CHAIN



## CONTACT

+60 174077027

akhlumajaafar@gmail.com

Subang Jaya, Selangor

## EDUCATION

**Bachelor Business Administration  
(Logistics & Transportation) with Hons**  
Universiti Utara Malaysia  
(2017-2021)

**Dip. in Logistic & Supply Chain**  
Kolej Islam Antarabangsa Sultan Ismail Petra  
(2014-2017)

**Sijil Pelajaran Malaysia**  
Sek. Men. Tengku Mahmood  
(2013)

## CERT. & PERMIT

**Sijil Ejen Kastam (Eksekutif) (KEK)**  
Royal Malaysia Custom

**Teaching Permit**  
Ministry of Higher Education

## COMP. SKILL & LANGUAGE

- Microsoft Word (Words, Excel, Power Point)
- Malay & English
- SAP (Basic)
- RAMCO (Basic)

## REFERENCES

Dr. Md. Abdul Kafi  
Senior Lecturer  
Uni. Utara Malaysia  
+6 0174-5148602/  
md.abdul.kafi@uum.edu.my

Makitsuna bin Mazlan  
Storeman Exec.  
Weststar Aviation Services Sdn Bhd  
+6011-6233 3953/  
makitsuna.mazlan@weststar-aviation.aero

## PROFILE

An energetic individual looking to secure a position in the company or organisation by applying the knowledge in business, logistics, transportation, and supply chain.

## EXPERIENCE

### **Procurement Protege**

*BHIC Aeroservices Sdn Bhd (Feb 2024- Present)*

Assist the material planner:

- by monitoring the spares and components besides the consumable items that are required by the maintenance lines.

Assist the procurement executive:

- in processing request for quote by doing research and develop new sources supply when required.
- request, evaluate and recommend on received quote from approved/ registered vendor based on price and delivery date to meet customer requirement.
- issue purchase order to selected vendor once relevant approval authority approves.

### **Logistics & Purchasing Protege**

*Weststar Aviation Services (Feb 2023 - Feb 2024)*

Assist the executive storeman:

- in receiving incoming items from shipping and sorting, labelling and storing them in their allocated location
- to issue out items from tool and bonded store to users and ensuring they are in good condition and accompanied with appropriate documents
- to take appropriate actions on returned items including quarantine, scrap and return to vendor

### **Logistics Lecturer cum Coordinator of Programme**

*Shipping & Aviation College (Sept 2021- July 2022)*

- Planning teaching, including lectures, seminars/tutorials and learning materials (MQA standard)
- Meeting students individually to discuss progress
- Checking and assessing students' work
- Carrying out administration, such as attending faculty meetings and writing reports
- Supervising the practicum students
- Managing the MQA document from MQA/PA to MQA/FA

### **Assistant of Logistics Coordinator (Part-time)**

*Skinlab Biotech Manufacturer Sdn Bhd (Feb 2019-Apr 2019)*

- Responsible for overseeing all aspects of supply chain management, ensuring the flow of raw materials and final products from suppliers to retailers and customers

### **Logistics Coordinator**

*Qurba Food Manufacturing Sdn Bhd (Oct 2016-Jun 2017)*

- Doing the processes of orders and oversees cycle of order fulfillment
- Responsible for making sure supplies, stock, materials, packagings, and/or products are processed through the delivery and/or warehouse system efficiently and safely



BHIC AEROSERVICES SDN BHD

Payslip for the month of May 2024 Period 01 May 2024 - 31 May 2024

Employee Information

|                 |           |                  |                               |                 |             |
|-----------------|-----------|------------------|-------------------------------|-----------------|-------------|
| Employee Code   | BHICAS211 | Employee Name    | Siti Nur Akhluma Binti Jaafar | Date of Joining | 13/02/2024  |
| Position        | Trainee   | Bank A/C No      | 200981195216                  | Department      | Procurement |
| Employee Tax No |           | Employee EPF No. |                               |                 |             |

| Earnings/Allowance | Units | Amount (Malaysian Ringgit) | Deductions             | Units | Amount (Malaysian Ringgit) |
|--------------------|-------|----------------------------|------------------------|-------|----------------------------|
| Allowance          | 0     | 2,000.00                   | SOCSSO Employee Contr. | 0     | 9.75                       |
| Overtime Normal WD | 0     | 14.42                      | EIS Employee Contr.    | 0     | 3.90                       |
| Gross Earnings     |       | 2,014.42                   | Gross Deductions       |       | 13.65                      |

Net Pay 2,000.77

Net Pay in Words

Two thousand Malaysian Ringgit and Seventy Seven sen only.

Employer Contributions

|                          | Monthly | YTD    | Other Info.                      |
|--------------------------|---------|--------|----------------------------------|
| Employer EPF             | 0.00    | 0.00   | Annual Leave Balance Units 14.00 |
| Employer SOCSO Deduction | 34.15   | 122.60 | Mode of Payment Bank Transfer    |
| EIS Employer             | 3.90    | 14.00  | Bank Name AFFIN BANK BERHAD      |
|                          |         |        | Paid Days 31.00                  |