



NURLIYANA SYAFIQAH BINTI MOHAMED NAZIFF

Career Objective: To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Mobile No: +601 9875 7252 **Email:** liyanasyaziff@gmail.com

Address: No 28 Jalan 51A/223B Seksyen 51A 46100 Petaling Jaya Selangor

Professional Strength

Willing to work in team. Learn new knowledge and willing to accept any challenge given. I'm a fast learner and could complete task independently with creative and innovative idea. Super highly motivated on my job.

Educations

2017 - 2019

DIPLOMA IN AIRCRAFT MAINTENANCE

Malaysian Aviation Training Academy

- Finished 12 of 16 CAAM EXAM
- Cleared 16 of 16 Internal EXAM
- Pass Final Year Project (FYP) with excellent result

2015 - 2017

SUIL VOKASIONAL MALAYSIA

Malaysian Aviation Training Academy

- Bahasa Melayu - A
- Sejarah - Lulus

Experiences

Sept 2022 – Dec 2022
Doctor On Call

Operation Executive

Handle pharmacy and online operation. Doing appointment for Hospital and clinic for patient. Handling medication for online pharmacy. Live chat and email replied.

October 2021 – Sept 2022
Astro Malaysia

Telesales Representative and Customer Service

Call in customer to buy any Go Shop product. Promote new campaign to customer. Handling customer complain regarding products.

Feb 2021 – Sep 2021
AIG MALAYSIA SDN BHD

Telesales Representative

Carried out marketing and product sales like call customer and promote redone product, Handling customer objection, Enrollment sales, Personal Hospital Income plan.

Aug 2020 - Sept 2020
GALAXY AEROSPACE
(M) SDN (Internship)

Trainee Technician

Training as trainee technician for helicopter AW139. Located at Subang, Selangor. Handling Maritime (APMM) helicopter. Shift working hours. Forwarded record of flying hours to pilot.

References

MR ERNEST
Team Leader Customer Service
(ASTRO)
H/P: +0162311989

Ms Janet Liew
Head of Operation Team
H/P: +0133001091

Co-curricular

(2018)
Participated as volunteer in Administration of Health Event at "Rumah Orang Tua" at Pulau Meranti, Malaysia

(2019)
Participated in Half Marathon Putrajaya 2019 Event.

Skills

Ms Word (Very Good)
Ms Powerpoint (Very Good)
Ms Excel (Very Good)

Languages

Malay (Very Good)
English (Good)

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



Please Affix a
Recent Passport Size
Photograph

EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : *Murliyana Syafiqah Binti Mohamed Naziff*
NRIC

Preferred Name : *Liyana*Gender : Male [] Female []

Old I/C No. :

New I/C No. : *990828-05-5198*Nationality : *Malaysian*

Passport No. :

Date of Birth : *28/8/1999*Place of Birth : *Hospital Seremban*Age : *24*Marital Status : *single*

Permanent Address (house)

*PT 20796, Jalan Cempaka 19,
Desa Cempaka 3, 71800 Nilai*

Correspondence Address (mailing)

Effective Until : _____

*KU 28, Jalan SIA/203B, Setyen SIA,
46100 Petaling Jaya*

Tel No. : (House) -

Tel. No. : (House) -

(Mobile) *0198757252*

(Office) -

Fax No. :

E-mail : *liyanasyaziff@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)	2012	2014	PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	01/2015	09/2019	Major : Aircraft maintenance CGPA/Grade : 3.71
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
B 727-200 Induction Course	Aircraft Maintenance Experience Centre (AMEC)	25th July Jun 2018 To	Senai
		24th July 2018	

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

• List of PC Software that you are familiar with

Bahasa Melayu

* Written

* Spoken

English : _____

Excellent

Average

Others : _____

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			
Doctor on call (Operation Executive)	09/2022	11/2022		- Handling document - Invoice making - Billing statement - Order shipping - appointment client	RM2600	Family issues
Astro Malaysia (Telemarketing)	10/2021	09/2022		- push sales - marketing letter - objection handler - Public Relation	RM2200	Better opportunity
Alfa Malaysia (Telemarketing)	02/2021	09/2021		- marketing sales - push sales	RM1600	Better opportunity

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 : <u>RM100</u>	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary: <u>RM2600</u>		Resignation notice period : <u>immediately</u>	

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

monthly Top sales performer for sales

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.

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPOLOYEE)

Name : <u>manpreet</u>	Name : <u>Janet Liew</u>
Address : <u>Astro Malaysia</u>	Address : <u>Sunway Putra Tower</u>
Tel No. : <u>016 23 11989</u>	Tel No. : <u>013 3001091</u>
Relationship : <u>Team Leader</u>	Relationship : <u>Head of Operation Team</u>

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 : _____