

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : ADRIANA BINTI ADAM

Preferred Name : Adriana

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 971203-10-6166

Nationality : Malaysian

Passport No. :

Date of Birth : 03 / 12 / 1997

Place of Birth : Ampang, Selangor

Age : 27

Marital Status : Single

Permanent Address (house)
C-2-20 Tiara Duta Condominium,
Persiaran Putra Sulaiman,
68000 Ampang,
Selangor

Correspondence Address (mailing)
Effective Until : _____
C-2-20 Tiara Duta Condominium,
Persiaran Putra Sulaiman,
68000 Ampang,
Selangor

Tel No. : (House)
(Mobile) +6019 - 253 1203

Tel. No. : (House)
(Office)

Fax No. :

E-mail : work.adrianaadam@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.

None.

EDUCATIONAL DETAILS

| Name of School/College/University | START | FINISH | Qualification obtained (CGPA/Class) |
|---|--------------|-------------|---|
| | month/year | month/year | |
| Secondary Education(s) SMK Convent Jalan Peel, Kuala Lumpur | Jan 2010 | Dec 2014 | PMR/PT3 Grade : Pass Aggregate : SPM Grade : Pass Aggregate : |
| A-Level/STPM/Matriculation(s) SMK Puterijaya, K. Lumpur | May 2015 | Dec 2016 | Result(s) : 3.00 |
| Certificate(s) | | | Major : Grade : |
| Diploma Course(s) | | | Major : CGPA/Grade : |
| Degree Course(s) Bachelor of Applied Arts with Honours (Cinematography) | Sept 2017 | Nov 2020 | Major : Cinematography Minor : CGPA/Class : 2.96 |
| 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

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

Bahasa Melayu
English : Good
Others : _____

| * Written | * Spoken |
|-------------------|-------------------|
| Excellent Good | Excellent Good |

- Are you familiar in operating a computer?
Yes*/No—
- List of PC Software that you are familiar with
Microsoft 365, Adobe Illustrator & Lightroom

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

| | |
|---|--|
| Highest Achievements or Current Involvement | Champion Graphic Design Competition |
|---|--|

| 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 | | | |
| PERMATA Division, Ministry of Education, Putrajaya Position: Administrative Assistant (MySTEP) | Feb 2022 | June 2023 | 1 year 4 mths | Clerical duties, document management scheduling and planning, office management. | 1,700.00 | Continue Studies |

Please use attachment for additional information.

| REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT | | TRANSPORTATION | |
|---|--|--|--|
| Basic monthly salary: RM1,700.00 | Bonus (No. of months): <u>2</u> Contractual : _____ Variable : _____ | Do you possess your own transport Yes : <u>/</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: RM2,000.00 | | Resignation notice period : <u>available Date</u> | |

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

None.

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

None.

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

None.

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : Ms. Nor Izzaty binti Abd Manan
Address : Menara Usahawan, Aras 3,
: Blok Podium, Persiaran Perdana,
: Presint 2, 62652 Putrajaya
Tel No. : +6014 - 245 8514
Relationship : Former Supervisor

Name : Mrs. Nuraminah binti Rashid
Address : Persiaran TRX, Tun Razak
: Exchange, 55188 Kuala
: Lumpur
Tel No. : +6011 - 2768 8807
Relationship : Friend (Former Supervisor)

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 : 8 August 2024

Adriana binti Adam



CONTACT

work.adrianaadam@gmail.com
+6019 - 253 1203
Ampang, Selangor

EDUCATION

Bachelor of Administrative Science (Hons.)

Universiti Teknologi MARA
Shah Alam, Selangor
2023 - Present

Bachelor of Applied Arts with Honours (Cinematography)

Universiti Malaysia Sarawak
Kota Samarahan, Sarawak
2017 - 2020

SKILLS

PROFESSIONAL

Microsoft Office
Adobe Illustrator
Adobe Lightroom
Time Management
Communication
Quick Learner

LANGUAGES

Malay Language
English Language

PROFILE

Dedicated and detail-oriented administrative with 1 and half year of experience. I am ready to help the company to grow with my own best efforts.

EXPERIENCES

February 7, 2022 - June 30, 2023

(MySTEP) ADMINISTRATIVE ASSISTANT

PERMATA Division, Ministry of Education, Putrajaya
General Administration Unit

- Responsible for preparation of confidential documents and reports.
- Assisted in the coordination of administrative functions, including meetings and clerical duties.
- Review and maintain written and computer files.

April 23, 2016 - August 23, 2016

TEMPORARY CASHIER

PARKSON Corporation Sdn Bhd, Suria KLCC, Kuala Lumpur
Department of Operations

- Responsible for greeting and serving customers.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.

REFERENCE

MS. NOR IZZATY BINTI ABD MANAN

Assistant Secretary, PERMATA Division
Ministry of Education, Putrajaya

+6014 - 245 8514 | izzatymanan@moe.gov.my

INTERVIEW APPRAISAL FORM

Name: ADRIANA BINTI ADAM Position: ADMIN ENGINEERING Date: 08/08/24

Interviewer's name: SYAIFUL RAJALEIGH Designation: EM ASSISTANCE Dept: AMO

| | | | | | | |
|-----------------------|----------------------------|---|---|--|--|-----------|
| 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/alert | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| CONFIDENCE | Shy, retiring, arrogant | Submissive, and argumentative | Reasonably self assured | Shows self confidence | Self assured and inspires confidence | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| EXPRESSION OF IDEAS | Unclear and illogical | Not well defined or expressed | Makes sense | Convincing thoughts | Exceptionally good and logical | 3 |
| | 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 | 3 |
| | 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 | 3 |
| | 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 | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| COMMUNICATION SKILL | No skill at all | Little skill | Reasonable amount of skill | Good skill | Exceptionally good skill | 3 |
| | 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 | 2 |
| | 1 | 2 | 3 | 4 | 5 | |
| ADAPTABILITY | Incompatible | Alright but not good enough | Reasonably sufficient | Good adaptability | Can definitely adapt well | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| TOTAL | | | | | | 30 |

Recommendations for employment : YES / NO / KIV

Comments : Recommended to fill the position.

Signature of Interviewer : [Signature] Basic salary : — Allowances : RM 2000
 Reporting to : ENGINEERING MANAGER Department : AMO Section : BASE MAT
 Commencing date : Probation : Others :
 Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM

Name : Adhiana Fitri Adam Position : Admin Engineering Date : 8/8/2024

Interviewer's name : Muhamad Anif Bin Ngaludin Designation : HR Dept : HR

| | | | | | | |
|-----------------------|----------------------------|---|---|--|--|-----------|
| PHYSICAL APPEARANCE | Unpleasant appearance | Appears to lack energy | Good physical appearance | Appears fit and alert | Exceptionally energetic | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| TRAITS | Nervous and embarrassed | Stiff and uncomfortable | comfortable and at ease | Alert and free of tension | Unusually self possessed/alert | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| CONFIDENCE | Shy, retiring, arrogant | Submissive, and argumentative | Reasonably self assured | Shows self confidence | Self assured and inspires confidence | 2 |
| | 1 | 2 | 3 | 4 | 5 | |
| EXPRESSION OF IDEAS | Unclear and illogical | Not well defined or expressed | Makes sense | Convincing thoughts | Exceptionally good and logical | 3 |
| | 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 | 3 |
| | 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 | 3 |
| | 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 | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| COMMUNICATION SKILL | No skill at all | Little skill | Reasonable amount of skill | Good skill | Exceptionally good skill | 3 |
| | 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 | 2 |
| | 1 | 2 | 3 | 4 | 5 | |
| ADAPTABILITY | Incompatible | Alright but not good enough | Reasonably sufficient | Good adaptability | Can definitely adapt well | 2 |
| | 1 | 2 | 3 | 4 | 5 | |
| TOTAL | | | | | | 27 |

Recommendations for employment :

YES / NO / KIV

Comments : Recommended for hiring. Bachelor in Administrative.
Can start as soon as possible.

Signature of Interviewer : amuf Basic salary : _____ Allowances : Rm 200
Reporting to : Engineering Manager Department : Engineering Section : _____
Commencing date : _____ Probation : _____ Others : _____
Verified by HRD : _____ Approved by : _____ Date : _____