

# INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: NUR ATIRA BINTI RODJIAN Position: AMO ADMIN Date: 20/06/24  
 Interviewer's name: SYAIFUL RAZALEIGH B. MD HAMDAN. Designation: EM ASSISTANCE Dept: 20/06/24.

PHYSICAL APPEARANCE	Unpleasant appearance <input type="checkbox"/> 1	Appears to lack energy <input type="checkbox"/> 2	Good physical appearance <input type="checkbox"/> 3	Appears fit and alert <input checked="" type="checkbox"/> 4	Exceptionally energetic <input type="checkbox"/> 5	4
TRAITS	Nervous and embarrassed <input type="checkbox"/> 1	Stiff and uncomfortable <input type="checkbox"/> 2	comfortable and at ease <input checked="" type="checkbox"/> 3	Alert and free of tension <input type="checkbox"/> 4	Unusually self possessed/alert <input type="checkbox"/> 5	3
CONFIDENCE	Shy, retiring, arrogant <input type="checkbox"/> 1	Submissive, and argumentative <input type="checkbox"/> 2	Reasonably self assured <input checked="" type="checkbox"/> 3	Shows self confidence <input type="checkbox"/> 4	Self assured and inspires confidence <input type="checkbox"/> 5	3
EXPRESSION OF IDEAS	Unclear and illogical <input type="checkbox"/> 1	Not well defined or expressed <input type="checkbox"/> 2	Makes sense <input checked="" type="checkbox"/> 3	Convincing thoughts <input type="checkbox"/> 4	Exceptionally good and logical <input type="checkbox"/> 5	3
EXPERIENCE	No experience at all <input type="checkbox"/> 1	Experience not suitable but helpful <input type="checkbox"/> 2	Fair experience <input checked="" type="checkbox"/> 3	Experience suits job <input type="checkbox"/> 4	Experienced suits job very well <input type="checkbox"/> 5	3
EDUCATION	No education at all <input type="checkbox"/> 1	Basic education but not enough <input type="checkbox"/> 2	Sufficient education <input type="checkbox"/> 3	Has relevant qualifications and certificates <input checked="" type="checkbox"/> 4	Has additional qualifications, Diploma/Degree <input type="checkbox"/> 5	4
MOTIVATION & AMBITION	No motivation and ambition <input type="checkbox"/> 1	Little interest, seems to be complacent <input type="checkbox"/> 2	Interest fair, and reasonable desire to succeed <input type="checkbox"/> 3	Definite future wants to succeed <input checked="" type="checkbox"/> 4	Ambitious, high aims, planned aims, of success <input type="checkbox"/> 5	4
COMMUNICATION SKILL	No skill at all <input type="checkbox"/> 1	Little skill <input type="checkbox"/> 2	Reasonable amount of skill <input checked="" type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill <input type="checkbox"/> 5	3
SUPERVISORY SKILL	Lacking in such skill <input type="checkbox"/> 1	Has skills but not enough <input checked="" type="checkbox"/> 2	Reasonably skilled <input type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill and experience <input type="checkbox"/> 5	2
ADAPTABILITY	Incompatible <input type="checkbox"/> 1	Alright but not good enough <input type="checkbox"/> 2	Reasonably sufficient <input checked="" type="checkbox"/> 3	Good adaptability <input type="checkbox"/> 4	Can definitely adapt well <input type="checkbox"/> 5	3
<b>TOTAL</b>						<b>32</b>

Recommendations for employment : YES / NO / KIV 32  
 Comments : Recommended to fill the position as main candidate.

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

Galaxy Aerospace

Name : Nur Afiq Bin Rodzian Position : Area Admin Date : 20/6/2024

Interviewer's name : Muhammad Arif Bin Ngpluchh Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">(3)</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>	3
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">(2)</div>	comfortable and at ease <div style="text-align: right;">(3)</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	2
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">(3)</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	3
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">(2)</div>	Makes sense <div style="text-align: right;">3</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	2
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;">(3)</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	3
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">(3)</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	3
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3</div>	Definite future wants to succeed <div style="text-align: right;">(4)</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	4
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">(3)</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>	3
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">(2)</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	2
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">(3)</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>	3
<b>TOTAL</b>						<b>28</b>

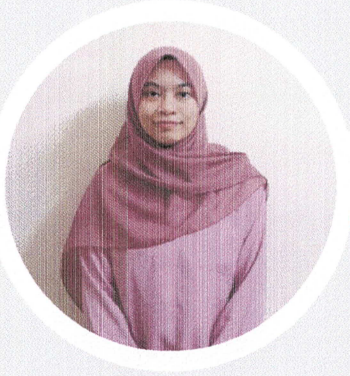
Recommendations for employment :

(YES) / NO / KIV

Comments : .....

Signature of Interviewer : awul Basic salary : ..... Allowances : RM 2000  
 Reporting to : Engineering manager Department : Engineering Section : .....  
 Commencing date : ..... Probation : ..... Others : .....  
 Verified by HRD : ..... Approved by : ..... Date : .....

# NUR ATIRA BINTI RODZIAN



## CONTACT

📞 011-60666851

✉ atiranur408@gmail.com

📍 71250, Port Dickson, Negeri Sembilan

## SKILLS

- Microsoft Word (Advanced)
- Microsoft Excel (Advanced)
- Microsoft Powerpoint (Advanced)
- SPSS (Intermediate)

## LANGUAGES

- Malay
- English

## REFERENCE

**Nor Hafiza binti Yaacob**

Delima Nur Maju Sdn Bhd

Phone: 017-6175943

Email: delimanurmaju01@gmail.com

## PROFILE

A highly motivated individual to expand knowledge and experience. An easygoing person with good communication skills which enable to communicate with wide range of people. Eager to learn and want to apply knowledge and skills to the company.

## EDUCATION

- **UNIVERSITI TEKNOLOGI MARA SEREMBAN 3** 2019 - 2022  
Bachelor of Administrative Science (Hons.)
  - CGPA: 3.24
- **SMK TINGGI PORT DICKSON** 2017 - 2018  
Sijil Tinggi Pelajaran Malaysia (STPM)
  - CGPA: 2.58

## WORK EXPERIENCE

- **DELIMA NUR MAJU SDN BHD** 2022 - PRESENT  
Front Office Assistant
  - Handle Booking.com and Agoda's booking account.
  - Manage online and offline reservations.
  - Make daily and monthly sales report.
  - Performing all check-in and check out tasks.
  - Greet guests upon their arrival and assign rooms.
- **MAJLIS PERBANDARAN PORT DICKSON** FEBRUARY - APRIL 2022  
Internship
  - Record MC and hospital claims.
  - Answering all incoming calls and routing them appropriately.

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &amp;

Initial



## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per : Nur Atira binti Rodzian  
NRIC

Preferred Name : Atira

Gender : Male [ ] Female []

Old I/C No. : -

New I/C No. : 991121-03-5374

Nationality : Malaysian

Passport No. : -

Date of Birth : 21.11.1999

Place of Birth : HUSM, Kelantan

Age : 25

Marital Status : Single

Permanent Address (house)

No. 3, Jalan GV 19, Taman Greenview,  
71250, Port Dickson, Negeri Sembilan

Correspondence Address (mailing)

Effective Until : \_\_\_\_\_

No. 3, Jalan GV 19, Taman Greenview, 71250  
Port Dickson, Negeri Sembilan

Tel : (House) -  
No.

(Mobile) 011-60666851

Tel. No. : (House) -

(Office) -

Fax No. :

E-mail : atiranur408@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) SMK Pasir Panjang	2014	2016	PMR/PT3 : 3A 2B Grade : 3C 1D Aggregate : SPM Grade : 1A 4B Aggregate : 2D 1E
A-Level/STPM/Matriculation(s) SMK Tinggi Port Dickson	2017	2018	Result(s) : 2.58
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) Bachelor of Administrative Science (Hons.)	09/2019	08/2022	Major : Public Administration Minor : HR Management CGPA/Class : 3.24 / 2nd Class Honour
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

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

Bahasa Melayu  
English : \_\_\_\_\_  
Others : -

* Written	* Spoken
Excellent	Excellent
Good	Good

• List of PC Software that you are familiar with  
Microsoft Office

### OTHER SKILLS ( Please Specify )

### 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			
Front Office Assistant	09/2022	Present	1 year 9 months	Greeting & welcoming guests, answering phone calls, and assigning guests to their rooms.	1,500	I want a job with better career growth opportunities

**Please use attachment for additional information.**

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:  1,500.00	Bonus (No. of months): - _____ Contractual : - _____ Variable : - _____	Do you possess your own transport Yes : _____ No : <u>No</u>	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 : ( <del>Yes</del> /No) _____ Petrol Allowance/month : - _____	Loan subsidy : Interest rate House ( <del>Yes</del> /No) : _____ % Car ( <del>Yes</del> /No) : _____ % Others _____ : _____ %	
Expected monthly salary: 2,000.00		Resignation notice period : 2 weeks	

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

-

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

No.

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 : Nor Hafiza binti Ya'acob  
Address : Delima Nur Maju Sdn Bhd, PD  
: Tiara Bay Apartment, Jalan Pantai  
: Batu 13, 71250, Port Dickson  
Tel No. : 017-6175943  
Relationship : Manager

Name : Jaffry bin Basir  
Address : Delima Nur Maju Sdn Bhd, PD  
: Tiara Bay Apartment, Jalan Pantai,  
: Batu 13, 71250, Port Dickson  
Tel No. : 017-2994389  
Relationship : Director

**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 : *nur atira*

Date : 19.06.2024