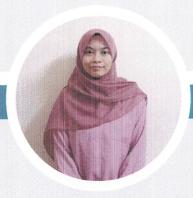
# INTERVIEW APPRAISAL FORM Galaxy Aerospace

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APPEARANCE	appearance		lack energy	appearance	and alert	energetic	4
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ONFIDENCE	Shy, retiring, arrogant	Navanovano	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
		1	2	(3)		5_	nays program and occupations in consistent
XPRESSION OF IDEAS	Unclear and illogical	man to the factors	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
		1	[ 2	O	4	5	
XPERIENCE	No experience at all	Lainemann	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	3
		1	Telpidi 2	(3)	I 4	5	NA COMPOSITATIONS OF
DUCATION	No education at all	1,	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	4
		1	2	3	4	Ambitious, high	entra retratalante del all'Articles de l'articles
MOTIVATION AMBITION	No motivation and ambition		Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	aims, planned aims, of success	4
		1	2	Reasonable 3	Good skill	Exceptionally	played production of the form
COMMUNICATIO SKILL	No skill at all		Little skill	amount of skill	Soud Skill	good skill	3
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SUPERVISORY SKILL	Lacking in such skill		Has skills but not enough	skilled	GOOD SKIII	good skill and experience	2
		1		The second contract of	A .	Can definitely	Made to provide a spice of the second
DAPTABILITY	Incompatible		Alright but not good enough	Reasonably sufficient	Good adaptability	adapt well	3
		1	2	$\left(\begin{array}{c} 3 \end{array}\right)$	4	5 annothing the first in the commence and the state of th	
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Signature of Inter	viewer :	W	for far.			Allowances :	1200 MA
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# INTERVIEW APPRAISAL FORM Galaxy Aerospace \*\*

Name: Nur A	IITC BINAN ROOM 2	van	Position : Are	Admin	Date : 20/6/3	024.
Interviewer's name	e: Muhamald A	rif Bin Nopoludiu	Designation :	FI.C.	Dept #R	
PHYSICAL	Unpleasant	Appears to	Good physical	Appears fit	Exceptionally	
APPEARANCE	appearance	lack energy	appearance	and alert	energetic	3
		2	(3)	4	5	
TRAITS	Nervous and	Stiff and	comfortable and	Alert and free	Unusually self possessed/alert	
	embarassed	uncomfortable	at ease	of tension	possessed/alen	2
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CONFIDENCE	Shy, retiring,	Submissive, and	Reasonably self	Shows self confidence	Self assured and inspires	
	arrogant	argumentative	assureu	confidence	confidence	3
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EXPRESSION	Unclear and	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	- 2
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	atan	helpful		· · · · · · · · · · · · · · · · · · ·	-	3
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EDUCATION	No education at all	Basic education but not enough	education	qualifications and	qualifications,	3
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		Little interest,	Interest fair, and	Definite future	Ambitious, high	
MOTIVATION & AMBITION	No motivation and ambition	seems to be	reasonable	wants to	aims, planned	
	housestern	complacent	desire to succeed	succeed (1)	aims, of success	4
COMMUNICATIO	No skill	Little skill	Reasonable 3	Good skill	Exceptionally	
SKILL	at all		amount of		good skill	-3
	[	1 72	skill (3)		5	
SUPERVISORY	Lacking in	Has skills but	Reasonably	Good skill	Exceptionally	
SKILL	such skill	not enough	skilled		good skill and experience	2
		(2)	[3		5	
ADAPTABILITY	Incompatible	Alright but not	Reasonably	Good	Can definitely	
		good enough	sufficient	adaptability	adapt well	3
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Comments :						
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Signature of Inter	viewer : alle		Basic salary :		Allowances : ICM	2000
Reporting to : 1	gineening mana	190-	. Department : Eo	Sheered.	Section :	* * * * / * *
Commencing date	e :		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 Bachelor of Administrative Science (Hons.)

CGPA: 3.24

SMK TINGGI PORT DICKSON
Sijil Tinggi Pelajaran Malaysia (STPM)

CGPA: 2.58

# WORK EXPERIENCE

DELIMA NUR MAJU SDN BHD

Front Office Assistant

2022 - PRESENT

2019 - 2022

2017 - 2018

- · 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 & Initial

# EMPLOYMENT APPLICATION FORM

PERSO	NALPARTICULARS						
Name as po	er : Nur Atira binti Rodzian						
Preferred N	lame : Atira	Gender	Gender : Male [ ] Female [ 🗾				
Old I/C No.	· ·	New I/C No.	: 991121-03-	-5374			
Nationality	; Malaysian	Passport No.	: -				
Date of Birt	th : 21.11.1999	Place of Birtl	h : HUSM, k	Kelantan			
Age	: 25	Marital Statu	ıs : Single				
No. 3, J	Address (house) lalan GV 19, Taman Greenview, Port Dickson, Negeri Sembilan	Correspondence Address (mailing) Effective Until:  No. 3, Jalan GV 19, Taman Greenview, 71250 Port Dickson, Negeri Sembilan					
Tel : (House) - (Mobile) 011-60666851		Tel. No. :	(House) -	(House) -			
			(Office) -				
Fax No. :		E-mail :	atiranur408@gmail.com				
FAMIL	YPARTICULARS						
(if appli Occupa							
ii) Details	of Children (if applicable) Name	Gender ————	Birth Date	Level of Education			
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 Qualification obtained** Name of School/College/University START **FINISH** (CGPA/Class) month/year month/year PMR/PT3 3A 2B Secondary Education(s) : 3C 1D Aggregate : Grade 2014 2016 SMK Pasir Panjang : 1A 4B Aggregate : SPM Grade 2D 1E A-Level/STPM/Matriculation(s) Result(s) 2017 2018 2.58 SMK Tinggi Port Dickson Certificate(s) Major Grade Diploma Course(s) Major CGPA/Grade Degree Course(s) Major : Public Administration **Bachelor of Administrative** : HR Management Minor 08/2022 09/2019 Science (Hons.) CGPA/Class : 3.24 / 2nd Class Honour Post Graduate Course(s) Area of study: CGPA/Class Professional Qualification(s) Level/Stage COURSE/TRAININGATTENDED Organised by Date attended Location Title(s) COMPUTERLITERACY LANGUAGEPROFICIENCY · Are you familiar in operating a computer? \* Please indicate (Average, Good, Excellent) Yes\*/No \* Written \* Spoken · List of PC Software that you are familiar with Bahasa Melayu Microsoft Office Excellent Excellent English Good Good OTHERSKILLS (Please Specify) Others

EXTRACO-CURRICULARACTIVITIES(SPORTS, CLUBS, ETC.)								
Highest Achievements								
or Current Involvement								
211101101110111								

WORKINGEXPER  Name of Organization and  Position Held		d of Emplo	Total No. of years	Summary of responsibility	Last drawn/	Reason(s) for leaving/wanting to leave
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 fo	r addition	nal inforn	nation.			

REMUNERATION DETEMPLOYMENT	TAILS ON CURRENT/LAST	TRANSPORTATION			
Basic monthly salary: 1,500.00	Bonus (No. of months): Contractual : Variable :	Do you possess transport Yes : No : No	your own	What type of transport license do you have?  B2,D,Others(Please specify): D	
Allowances (Please specify if any):	Car Privilege Type : Driver : (\(\frac{\square}{\square}\)No) Petrol Allowance/month :			그 이 그림이 되는 12일이 하는 것 같아. 아이를 하는 것 같아. 그리지 않는 것이 없는 것 같아.	
Other Benefits (If any):					
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.

# PERSONALREFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : Nor Hafiza binti Ya'acob Name : Jaffry bin Basir

Address : Delima Nur Maju Sdn Bhd, PD Address . Delima Nur Maju Sdn Bhd, PD

Tiara Bay Apartment, Jalan Pantai : Tiara Bay Apartment, Jalan Pantai,

Batu 13, 71250, Port Dickson : Batu 13, 71250, Port Dickson

Tel No. : 017-6175943 Tel No. : 017-2994389

Relationship : Manager 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