

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



**EMPLOYMENT APPLICATION  
FORM**

**PERSONAL PARTICULARS**

Name as per NRIC : **NURASILAH BINTI NORDIN AHMAD**

Preferred Name : **AMILAH** Gender : Male [ ] Female [✓]

Old I/C No. : New I/C No. : **970505-02-5420**

Nationality : **MALAYSIAN** Passport No. :

Date of Birth : **5 MAY 1997** Place of Birth : **HOSPITAL SUNGAI PETANI**

Age : **27 YEARS OLD** Marital Status : **MARRIED**

Permanent Address (house) : **7-1-3, RISTA VILLA APARTMENT, TAMAN PUTRA PERDANA, 47130 PUCHONG, SELANGOR.**  
Correspondence Address (mailing) Effective Until : **7-1-3, RISTA VILLA APARTMENT, TAMAN PUTRA PERDANA, 47130 PUCHONG, SELANGOR.**

Tel No. :	(House)	Tel. No. :	(House)
	(Mobile) <b>013-5892585</b>		(Office)
Fax No. :		E-mail :	<b>amilahnordinahmad@gmail.com</b>

**FAMILY PARTICULARS**

i) Name of Spouse (if applicable) : **MUHAMMAD SHAHRIL BIN RUSMADI**  
Occupation : **TECHNICIAN**  
Name of Employer : **S.E.H SHAH ALAM SDN BHD**  
Tel No. : **03-51237000**

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. <b>MUHAMMAD MIRAZ AZRIL BIN MUHAMMAD SHAHRIL.</b>	<b>MALE</b>	<b>16 JUNE 2022</b>	
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) SEK. MEN. KEB. CHERIK MAKTAB RENDAH SAINS MARA KUBANG PASU	JAN 2010	DEC 2012	PMR/PT3 Grade : 7A 1B Aggregate :
	JAN 2013	DEC 2014	SPM Grade : 4A, 3B, Aggregate : 1C, 1D
A-Level/STPM/Matriculation(s) KOLEJ MATRIKULASI PERLIS	MAY 2015	MAY 2016	Result(s) : 3.68
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) UNIVERSITI PENDIDIKAN SULTAN IDRIS	SEP 2016	OCT 2020	Major : BUSINESS ADMINISTRATION Minor : FINANCE SERVICE CGPA/Class : 3.63
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
KELAS ASAS MICROSOFT OFFICE	NADI (SKMM)	12 - 14 APRIL 2024	BALING, KEDAH
SHARIAH FIN. PLANNING AWARENESS PROGRAM.	MFPC	18 MAY 2017	UPSI, PERAK.

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)			• Are you familiar in operating a computer? Yes*/No
Bahasa Melayu	* Written	* Spoken	• List of PC Software that you are familiar with MICROSOFT OFFICE, CANVA EDITING.
	EXCELLENT GOOD	EXCELLENT GOOD	
English : _____			<b>OTHER SKILLS ( Please Specify )</b> FILMORA EDITING.
Others : _____			

### EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	PAKAN EXCO KESENIAN DAN KEBUDAYAAN, HIMPUNAN ANAK KEDAH (HAK), UNIVERSITI PENDIDIKAN SULTAN IDRIS.
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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			
REZEKI AURA MUNIRAH ENTERPRISE STORE ASSISTANT	JAN 2023	MAR 2024	1 YEAR 3 MON	<ul style="list-style-type: none"> <li>• MANAGE FROZEN STOCKS.</li> <li>• CONSTANTLY UPDATED THE COMPANY'S DAILY SALES LOG.</li> <li>• ATTEND TO CUSTOMERS NEED.</li> <li>• PACKING CUSTOMERS STOCK ORDER.</li> </ul>	RM 1,800	FOLLOW HUSBAND MOVING TO SELANGOR.
CIMB BANK KAMPUNG BARU FINANCIAL SERVICES CONSULTANT	MAY 2021	OCT 2021	6 MON	<ul style="list-style-type: none"> <li>• SELLING BANCA PRODUCTS</li> <li>• ATTEND TO CUSTOMERS NEED</li> <li>• PROVIDE FINANCIAL ADVICE TO CUSTOMERS.</li> </ul>	RM 2,200	END OF CONTRACT
PRINTHOUSE ALOR SETAR SALES ASSISTANT.	JUNE 2020	APRIL 2021	1 YEAR	<ul style="list-style-type: none"> <li>• CASHIER</li> <li>• CHECKING STOCKS</li> <li>• PROMOTING PRINTING PRODUCTS.</li> <li>• ATTEND TO CUSTOMERS NEED.</li> <li>• ONLINE MARKETING FOR MEDIA SOCIAL.</li> <li>• BE AN AGENT FOR SELLING THEIR PRODUCTS.</li> </ul>	RM 1,500	RECEIVE JOB OFFER FROM CIMB, KL

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:  RM 1,800	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>CAR</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2,D</u>
Allowances (Please specify if any) :  Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Expected monthly salary: <u>RM 2,000</u>		Resignation notice period: <u>2 WEEKS</u> as per as per...	

as per...

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

MANAGE TO IMPROVE MANAGEMENT METHOD OF PRODUCTS.

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.

NO


**PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)**

Name : NUR AMRINA BINTI AZIZAN  
Address : KAMPUNG TELUK TEDURI,  
09100 BALING, KEDAH  
Tel No. : 013-4037422  
Relationship : FRIEND

Name : Dr. ANUAR BIN SARUN  
Address : FACULTY OF MANAGEMENT  
AND ECONOMY, UPSI, 35900  
TANJUNG MALIM, PERAK  
Tel No. : 013-3314989  
Relationship : LECTURER.

**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 : 19 JUNE 2024

## INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: NURASILAH BINTI NORDIN AHMAD Position: AMO ADMIN Date: 20/06/24

Interviewer's name: SYAIFUL RAJALEIGH B. MO HAMDAN Designation: EM ASSISTANCE Dept: 20/06/24

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	3
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	3
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	3
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced. suits job very well 5	3
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	3
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	3
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	3
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	2
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	3
<b>TOTAL</b>						<b>30</b>

Recommendations for employment :

**YES** / NO / KIV

Comments : Recomenended to fill the position as second candidate.

Signature of Interviewer :  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: Nurafiah Binti Norazh Ahmad Position: Asst. Admin Date: 20/6/24

Interviewer's name: Muhamad Arif Bin Ngajudin 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>	3
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>	2
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>	2
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>	3
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>	2
<b>TOTAL</b>						<b>25</b>

Recommendations for employment :

**YES** / NO / KIV

Comments : .....

Signature of Interviewer : amf Basic salary : ..... Allowances : Rm 2000

Reporting to : Engineering Manager Department : Engineering Section : .....

Commencing date : ..... Probation : ..... Others : .....

Verified by HRD : ..... Approved by : ..... Date : .....



# Nurasilah binti Nordin Ahmad

Last position: Shop assistant  
Last employer: Rezeki Aura Munirah Enterprise

0135892585 | asilahnordinahmad@gmail.com | Puchong

I am seeking for a company that can help me further my career development while allowing me opportunity to grow professionally in a stimulating and challenging environment whereas i can meet the company needs and demands. I offer strong interpersonal skills, thought leadership with integrity, oral and written communication skills and functioning well both independently and collaboratively with an outgoing personality.

## Personal Information

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Full Name	Nurasilah binti Nordin Ahmad
City	Puchong
Postal Code	47130
State	Selangor
Date of Birth	1997-05-05
Gender	Female
Email Address	asilahnordinahmad@gmail.com
Mobile Number	0135892585

## Work experience

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Total Work Experience: 1 Year 9 Months

Jan 2023 - Mar 2024  
(1 year 3 months)

Shop Assistant

Employer

Rezeki Aura Munirah Enterprise

Position level

Non Executive

Related skills

Achieve sales targets | Apply company policies | Arrange ordering of products for customers | Carry out active selling | Carry out order intake | Direct customers to merchandise | Examine merchandise | Follow given instructions | Identify customer's needs | Maintain customer service | Maintain relationship with customers | Maintain relationship with suppliers | Maintain store cleanliness | Monitor stock level | Notify customers on special offers | Operate cash register | Organise product display | Process payments | Process refunds | Provide customer follow-up services | Provide customer guidance on

Sector	product selection   Sales promotion techniques   Supervise merchandise displays
Job description	Food and beverage service activities - Manage frozen stocks. - Constantly updated the company's daily sales log. - Attend to customers need. - Packing customers stock order.

May 2021 - Oct 2021  
( 6 months)

**Financial Planner**

Employer	CIMB Bank Kampung Baru
Position level	Non Executive
Related skills	Advise on financial matters   Advise on investment   Analyse insurance needs   Analyse the credit history of potential customers   Apply technical communication skills   Assess risks of clients' assets   Banking activities   Budget for financial needs   Create a financial plan   Customer service   Financial products   Identify customer's needs   Offer financial services   Provide financial product information   Sell insurance   Types of insurance
Sector	Insurance/takaful, reinsurance/retakaful and pension funding, except compulsory social security
Job description	- Selling Banca Products. - Attend to customers need. - Provide financial advice to customers.

## Professional Certification

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Oct 2020	<b>Bachelor's Degree in Business Administration</b> Universiti Pendidikan Sultan Idris
Sep 2019	<b>MUET</b> Malaysian Examination council
Nov 2014	<b>SPM</b> Maktab Rendah Sains Mara Kubang Pasu

## Education

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Sep 2016 - Oct 2020 (4 years 2 months)	<b>Bachelor's or Equivalent</b> UNIVERSITI PENDIDIKAN SULTAN IDRIS
	Field of Study      Finance, banking, insurance
	Graduated            Yes
May 2015 - May 2016 (1 year 1 month)	<b>STPM / A Level or Equivalent</b> KOLEJ MATRIKUKASI PERLIS
	Graduated            No



Jan 2013 - Dec 2014  
(2 years)

**SPM / O Level / SKM Level 1 / SKM Level 2 / SKM Level 3 or Equivalent**  
MAKTAB RENDAH SAINS MARA KUBANG PASU

Graduated

No

## Other Skills

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### Languages

Language	Reading	Speaking	Writing
Bahasa Malaysia	Advanced	Advanced	Advanced
English	Advanced	Intermediate	Advanced

### Driver's License

B2 | D

### Skills

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Achieve sales targets | Advise on financial matters | Advise on investment | Analyse insurance needs | Analyse the credit history of potential customers | Apply company policies | Apply technical communication skills | Arrange ordering of products for customers | Assess risks of clients' assets | Banking activities | Budget for financial needs | Carry out active selling | Carry out order intake | Create a financial plan | Customer service | Direct customers to merchandise | Disseminate general corporate information | Disseminate internal communications | Disseminate messages to people | Examine merchandise | File documents | Fill out forms | Financial products | Follow given instructions | Handle mail | Handle petty cash | Identify customer's needs | Issue sales invoices | Keep task records | Maintain customer service | Maintain internal communication systems | Maintain inventory of office supplies | Maintain relationship with customers | Maintain relationship with suppliers | Maintain store cleanliness | Monitor stock level | Notify customers on special offers | Offer financial services | Operate cash register | Organise business documents | Organise facilities for office personnel | Organise product display | Perform office routine activities | Process payments | Process refunds | Provide customer follow-up services | Provide customer guidance on product selection | Provide financial product information | Sales promotion techniques | Sell insurance | Supervise merchandise displays | Types of insurance | Use microsoft office

MS Office Skills

Microsoft Word | Microsoft Excel | Microsoft Power Point

### Reference

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**Munirah binti Mangsor**

Shop Owner

Rezeki Aura Munirah Enterprise

0133108975