

For Office Use : HRIS

Interview
Date: 30/08/2024
Panel Interview :

Checked :
Date &
Initial

**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**

Name as per NRIC : Nur Alia Syazwani Binti Ahmad Sulaiman

Preferred Name : Alia

Gender : Male [] Female [/]

Old I/C No. : 010214-08-1424

New I/C No. :

Nationality : Malaysia

Passport No. :

Date of Birth : 14/02/2001

Place of Birth : Hospital Besar Ipoh, Perak.

Age : 23

Marital Status : Single

Permanent Address (house)

No31, Taman Bandar Baru Lenggong,
33400 Lenggong,
Perak. *Damai Aliah*

Correspondence Address (mailing)

Effective Until : _____
No31, Taman Bandar Baru Lenggong,
33400 Lenggong,
Perak.

Tel No. : (House)

(Mobile) 019-2814737

Tel. No. : (House)

(Office)

Fax No. :

E-mail :

aliasyaa14@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.

Yes. Noor Bashirah Binti Basri

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SMK Dato'Ahmad	2014	2018	PMR/PT3 Grade : 6A2B1C Aggregate : SPM Grade : 5A1B2C2D Aggregate :
A-Level/STPM/Matriculation(s) SMK Dato'Ahmad	2019	2021	Result(s) : 3.00 CGPA
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) Bachelor of Information Science (Hons) Information Content Management	August 2021	August 2024	Major : Minor : CGPA/Class : 3.52
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)			<ul style="list-style-type: none"> Are you familiar in operating a computer? Yes List of PC Software that you are familiar with Microsoft Office, Communication tools, Canva, Capcut
Bahasa Melayu	* Written	* Spoken	
English : _____	Excellent Good	Excellent Good	<h3>OTHER SKILLS (Please Specify)</h3> <p>Able to communicate well, open to new ideas, cooperate in teamwork.</p>
Others : _____			

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	<ol style="list-style-type: none"> Majlis Pekerja Anugerah Cemerlang MDLG (2024) : Experienced in serving as an emcee for formal events. Public Opinion on Criticism in Social Media (2023): Led program planning. Discover Your Future with Information Management (2023): Facilitated the SULAM program with students at SMK Seri Titiwangsa.
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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			
Majlis Daerah Lenggong, IT Intern	19 February 2024	4 August 2024	6 months	<ul style="list-style-type: none"> Deployed and maintained IT infrastructure, including software installations and updates. Participated in IT project planning and execution, contributing to strategy development. Updated and maintained IT documentation. 		Industrial Training

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 : Car <input checked="" type="checkbox"/> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : _____ DA _____
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: RM 2 000	Resignation notice period : 18/9/2024		

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

For my final project, I developed a mobile application and website called EduPintar, specifically designed for the school's remedial class, Kelas Pemulihan Khas. The project aimed to enhance reading skills among primary students who were struggling academically. EduPintar's user-friendly design and educational effectiveness directly improved the reading skills of targeted students, offering them a valuable tool for their academic development.

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 / NONSCEMPLOYEE)

Name : Puan Norsaniah Binti Md Noh

Address : College of Computing, Informatics and Mathematics

Tel No. : (+60) 12-7748545

Relationship : Advisor

Name : Puan Mazwani Ayu Binti Mazlan

Address : College of Computing,
Informatics and Mathematics

Tel No. : (+60) 192377540

Relationship : Academic Advisor

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 : 30/08/2024

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: Nur Alia Syazwani Bt Ahmad Sulaiman Position: Admin Engineering Date: 30/8/24

Interviewer's name: Syaiful Razaleish Designation: EM Assistance Dept: 30/08/24

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>	3
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
TOTAL						30

Recommendations for employment :

YES / ~~NO~~ / ~~KIV~~

Comments : Recommended for hiring to position.

Signature of Interviewer : Basic salary : _____ Allowances : _____

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

Verified by HRD : _____ Approved by : _____ Date : _____

INTERVIEW APPRAISAL FORM



Name: Nur Anis Ghawani Ahmad Pulainah Position: Admin Engineering (Prty) Date: 30/8/2024

Interviewer's name: Muhamad Anif Bin Ngjaludin Designation: HR Executive Dept: HR

PHYSICAL APPEARANCE	Unpleasant appearance <input type="checkbox"/> 1	Appears to lack energy <input type="checkbox"/> 2	Good physical appearance <input checked="" type="checkbox"/> 3	Appears fit and alert <input type="checkbox"/> 4	Exceptionally energetic <input type="checkbox"/> 5	3
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 type="checkbox"/> 3	Shows self confidence <input checked="" type="checkbox"/> 4	Self assured and inspires confidence <input type="checkbox"/> 5	4
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 checked="" type="checkbox"/> 2	Fair experience <input type="checkbox"/> 3	Experience suits job <input type="checkbox"/> 4	Experienced. suits job very well <input type="checkbox"/> 5	2
EDUCATION	No education at all <input type="checkbox"/> 1	Basic education but not enough <input type="checkbox"/> 2	Sufficient education <input checked="" type="checkbox"/> 3	Has relevant qualifications and certificates <input type="checkbox"/> 4	Has additional qualifications, Diploma/Degree <input type="checkbox"/> 5	3
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 checked="" type="checkbox"/> 3	Definite future wants to succeed <input type="checkbox"/> 4	Ambitious, high aims, planned aims, of success <input type="checkbox"/> 5	3
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 checked="" type="checkbox"/> 1	Has skills but not enough <input type="checkbox"/> 2	Reasonably skilled <input type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill and experience <input type="checkbox"/> 5	1
ADAPTABILITY	Incompatible <input type="checkbox"/> 1	Alright but not good enough <input checked="" type="checkbox"/> 2	Reasonably sufficient <input type="checkbox"/> 3	Good adaptability <input type="checkbox"/> 4	Can definitely adapt well <input type="checkbox"/> 5	2
TOTAL						27

Recommendations for employment :

YES / NO / KIV

Comments : Recommended for hiring as admin engineering. Date Jan mid of September 2024

Signature of Interviewer : anif Basic salary : Allowances : Rm 1000

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

Nur Alia Syazwani Ahmad Sulaiman

+60 192814737 | aliasyaa14@gmail.com | Lenggong, Perak



SUMMARY

As a specialist in Information Content Management with a strong foundation in managing digital information, I am known for my responsibility, organization, and attention to detail. I am eager to leverage my academic training in a professional setting, bringing excellent communication and teamwork skills to contribute effectively to a dynamic team.

ACADEMIC BACKGROUND

Bachelor of Information Science (Hons) Information Content Management

August 2021- 2024

Universiti Teknologi MARA (UiTM), Puncak Perdana, Selangor.

CGPA: 3.40

Sijil Tinggi Pelajaran Malaysia (STPM)

2019- 2021

Sekolah Menengah Kebangsaan Dato' Ahmad, Lenggong, Perak.

CGPA: 3.00

Sijil Kemahiran Malaysia Tahap 2 (SKM)

Januari 2019- Julai 2019

Fashion and Dressmaking

GIATMARA Lenggong, Perak.

CGPA: 3.50

Sijil Pelajaran Malaysia (SPM)

2018

Sekolah Menengah Kebangsaan Dato' Ahmad, Lenggong, Perak.

5A 1B 2C

WORKING EXPERIENCE

IT Intern

2024

Majlis Daerah Lenggong, Perak

- Deployed and maintained IT infrastructure, including software installations and updates.
- Participated in IT project planning and execution, contributing to strategy development.
- Updated and maintained IT documentation.

Food and Beverages

2023

Restaurant Meow Garden, Ipoh

- Provided excellent customer service and maintained high levels of customer satisfaction.
- Demonstrated comprehensive knowledge of the menu.
- Worked collaboratively with kitchen staff and other team members to ensure seamless service.

Online Business

2020-2021

Kookies Monstr

- Managed all aspects of the online business, including product listing, order processing, and customer communication.
- Utilized social media and other online platforms to market products and engage with customers.

CO-CURRICULUM ACTIVITIES

Public Opinion on Criticism in Social Media

2023

Chief of Program Bureau

- Collaborated with other bureau chiefs and organization leaders to strategize and plan the programs.
- Acted as the main point of contact for all program-related inquiries, maintaining clear and effective communication with team members, participants, and speakers.
- Evaluated program effectiveness, making necessary adjustments to improve outcomes.

Discover Your Future with Information Management

2023

Facilitator

- Facilitated and coordinated the program SULAM, a public relations initiative at SMK Seri Titiwangsa.
- Collaborated with school administration and students to ensure the smooth running of the program.
- Developed and implemented strategies to enhance student participation and engagement.

Self-Controlling: Life Does Not Rewind, Say No to Drugs

2022

Emcee

- Served as the emcee for the “Self-Controlling: Life Does Not Rewind, Say No to Drugs” event under the program SULAM AADK.
- Engaged with the audience and communicated the event’s message effectively.

SKILLS

Language skills:

Good written and verbal communication skills in both English and Malay.

Soft skills:

- Able to communicate effectively with others.
- Open to new ideas and willing to learn new ways to do things.
- Able to cooperate well in teamwork.
- Experienced in serving as an emcee for formal events.

Hard skills:

Good in HTML, CSS, PHP & MySQL, Microsoft Office, Canva and Capcut.

REFERENCES

Puan Mazwani Ayu Binti Mazlan
Senior Lecturer (Academic Advisor)
College of Computing, Informatics and
Mathematics
Email: mazwani419@uitm.edu.my
Phone: (+60) 192377540

Puan Norsaniah Binti Md Noh
Lecturer UiTM Puncak Perdana
College of Computing, Informatics and
Mathematics
Email: norsa694@uitm.edu.my
Phone: (+60) 12-7748545