



SITI NUR AIN

Siti Nur Ain Binti Abdullah

Career Objective:
To work hard with full commitment to company under satisfying job requirement and enhancing my skill and knowledge through continuous learning process.

CONTACT

LOT 1530-A, KAMPUNG CHE DERIS,
JALAN PANTAI CAHAYA BULAN,
15350 KOTA BHARU, KELANTAN

+ 6 011-25679730

Sitinurain_abdullah@yahoo.com

EDUCATION

- UNIVERSITI TEKNOLOGI MARA (UiTM) PUNCAK ALAM** 2015-2019
Business Administration (HONS.) Business Economics
- SEKOLAH MENENGAH PUTERA** 2012 - 2013
Sijil Tinggi Pelajaran Malaysia (STPM)
- SEK MEN KEB KEDAI BULOH** 2007-2011
Sijil Pelajaran Malaysia (SPM)

JOB EXPERIENCES

ASIA AEROTECHNIC SDN BHD (MRO COMPANY) 15 NOV 2021 - 24 AUG 2022
Executive, Human Resource

- Handling Soft-skills training staffs & person in charge to handling training claimable courses with HRDF.
- Dealing with internal and external trainers for soft-skills training program.
- Handling tasks related to HR and Ad hoc task given by manager & top management.

On Job Training (OJT) 3 MAY 2021 - 11 NOV 2021

- Conduct & attend meeting with team and company's clients
- Managing and update company portfolio and client's portfolio
- Managing client's pass letter to enter the hangar area
- Assist all tasks given by Executives and Managers

KOLEJ UNITI KOTA BHARU, KELANTAN AUG 2018 - NOV 2018

Intern at Marketing Department

- Handle of college's official Facebook & Instagram page.
- Make posting activities.

KOPERASI SMK PUTERA 2014

Sales Assistant

- Selling essentials for students.
- Doing Photocopy and Counting stocks.
- Ensure store cleanliness.

KEDAI AMINAH BATIK 2014-2015

Saler And Cashier

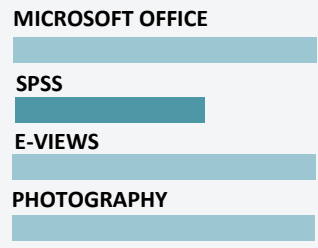
- To serve customers.
- Ensure store cleanliness

REFERENCES

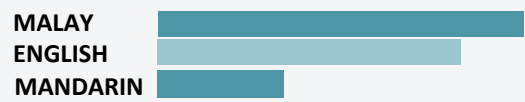
MR. RAJA ARIFF PUTRA B. RAJA MAHAYUDDIN
Senior Executive, Business Development & Marketing
Asia AeroTechnic Sdn. Bhd, Selangor
No Tel: +6012 2763475
Email: ariffputra@asiaaerotechnics.com

MR. MUHAIMIN B. MUHAMAD
Marketing Manager
Kolej Uniti Kota Bharu, Kelantan.
No Tel: +6019 9311195
Email: muhaimin@kukb.edu.my

COMPUTER SKILL



LANGUAGES



INVOLVEMENT

- Joined Softskills Training organized by Britay Asia MyStep Management Programme 2021.
- Joined Work on Your English Programme (13 April – 14 April 2021).
- Secretary for programme 'We share, We care, we love'.
- Joined Business Economic Students Society (BESS)
- Committee member of FBM Unite Program 2015.
- Pasukan Institusi Pertahanan Awam (PISPA).

ACHIEVEMENTS

- Finalist Image of Asia, Asian Geographic Magazine, September 2020 (Photography Contest).
- Top 19 & 31 best photo and mobilegrapher in 35 awards International Photography (Light Painting Theme Contest), organized by Moscow Community, February 2021.
- Naib Johan Pertandingan Tilawah Al-Quran Peringkat Sekolah Sesi 2011.
- Naib Johan Pertandingan Penulisan Kreatif Peringkat Sekolah Tahun 2010.

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
Initial**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per : SITI NUR AIN BINTI ABDULLAH
NRIC

Preferred Name : AIN

Gender : Male [] Female [✓]

Old I/C No. : -

New I/C No. : 940315-03-5014

Nationality : MALAYSIA

Passport No. : -

Date of Birth : 15/3/1994

Place of Birth : KOTA BHARU, KELANTAN

Age : 29

Marital Status : SINGLE

Permanent Address (house)

LOT 1530-A, KAMPUNG CHE DERIS, JALAN PANTAI
CAHAYA BULAN, 15350 KOTA BHARU, KELANTAN.

Correspondence Address (mailing)

Effective Until : _____

LOT 1530-A, KAMPUNG CHE DERIS, JALAN PANTAI
CAHAYA BULAN, 15350 KOTA BHARU, KELANTAN .

Tel : (House) -

Tel. No. : (House) -

(Mobile) 011-25679730

(Office) -

Fax No. : -

E-mail : sitinurain_abdullah@yahoo-com

FAMILY PARTICULARSi) 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 KEDAI BULOH	2007	2011	PMR/PT3 Grade : 5A Aggregate : SPM Grade : 3A Aggregate :
A-Level/STPM/Matriculation(s) SMK PUTERA	2012	2013	Result(s) : 3-00
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) UNIVERSITI TEKNOLOGI MARA (UITM) PUNCAK ALAM	MAR 2015	JANUARY 2019	Major : BUSINESS ECONOMY Minor : MANAGEMENT CGPA/Class : 3.00
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
ENGLISH FOR BUSINESS COMMUNICATION	SIRIM STS	APRIL 2022	SUBANG, SELANGOR.
HRDCORP WORKSHOP : TRAINING AND LEVY	HRDCORP	JUNE 2022	SETIA ALAM CONVENTION CENTRE
HRDCORP E-LATIH : BUSINESS SKILLS	HRDCORP	MARCH 2022	SUBANG, SELANGOR.
HRDCORP E-LATIH : PERSONAL GROWTH	HRDCORP	MARCH 2022	SUBANG, SELANGOR.
HRDCORP E-LATIH : BUSINESS MANAGEMENT	HRDCORP	MARCH 2022	SUBANG, SELANGOR.

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu : excellent	EXCELLENT	EXCELLENT
English : GOOD	GOOD	GOOD
Others : _____		

- Are you familiar in operating a computer?
Yes*/No
- List of PC Software that you are familiar with
ZOOM, MICROSOFT OFFICE SUITE

OTHER SKILLS (Please Specify)

MICROSOFT OFFICE, PHOTOGRAPHY, TRAINING AND DEVELOPMENT, HUMAN RESOURCE.

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	- PASUKAN INSTITUSI PERTAHANAN AWAM (PISPA) 2013, JABATAN PERTAHANAN AWAM MALAYSIA. - PERTANDINGAN KAWAD KAKI PERINGKAT SEKOLAH DAN NEGERI KELANTAN.
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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			
ASIA AEROTECHNIC SDN BHD (MRO COMPANY). - EXECUTIVE, HR	NOV/2021	AUG/2022	1 YEAR 2 MTH.	- HANDLING SOFT SKILLS TRAINING STAFFS AND PERSON IN CHARGE HANDLING TRAINING CLAIMABLE COURSES WITH HRDF. - DEALING WITH INTERNAL AND EXTERNAL TRAINERS. - RESUME SCREENING AND RECRUITMENT. - OTHER HR TASKS.	RM 2500	FOR OTHER OPPORTUNITY.
- ON JOB TRAINING (OJT)	MAY/2021	NOV/2021	6 MTH.	- CONDUCT AND ATTEND MEETING WITH TEAM AND COMPANY'S CLIENTS. - MANAGE AND UPDATE COMPANY PORTFOLIO AND CLIENT'S PORTFOLIO. - MANAGING CLIENT'S PASS LETTER TO ENTER HANGAR AREA.	RM 2000.	
KOLEJ UNITI KOTA BHARU - INTERN STUDENT.	AUG/2018	NOV/2018	4 MTH	- HANDLE COLLEGE'S OFFICIAL FACEBOOK AND INSTAGRAM PAGE. - POSTING ACTIVITIES. - PROGRAMS WITH STUDENTS AND OTHER'S COMMUNITY.	RM 300.	- END OF INTERNSHIP PROGRAM.

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 2500	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> _____ No : <input type="checkbox"/> _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2,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): MEDICAL			
Expected monthly salary:		Resignation notice period : 1 MONTH	

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

- HANDLING SOFTSKILLS TRAINING STAFFS WITH LOCAL AND OTHERS TRAINERS AND TRAINING PROVIDERS .

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

- COLLABORATION WITH HUMAN RESOURCE DEVELOPMENT CORPORATION (HRDCORP) FOR STAFF TRAINING ENGAGEMENT .

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

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PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : MR. RAJA ARIFF PUTRA

Address : ASIA AEROTECHNICS SDN BHD

: SELANGOR

Tel No. : 012-2763475

Relationship : SUPERVISOR

Name : MR. MUHAMIN MUHAMAD

Address : KOLEJ UNITI KOTA BHARU


: KELANTAN

Tel No. : 019-9311195

Relationship : 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 : 22 JULY 2023