

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : NOOR SUKILA ELEEDA BT MOHD NOR AZMAN Position : AMO PLANNER FENJEL (LUMUT) Date : 6/1/2023

Interviewer's name : MUHO FAHMI BIN ZAKARIA Designation : Dep. ENG. CONTROLLER Dept : ENGINEERING

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>	4
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>	4
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>	4
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>	4
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>	5
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>	5
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>	4
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>	4
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>	4
TOTAL						42

Recommendations for employment :

YES / NO / KIV

Comments : SHE HAS POSITIVE ATTITUDE, ABLE TO REPLACE VACANT POSITION LEFT BY SYED ATAB, BY 25/JAN

Signature of Interviewer : Basic salary : 2,200 Allowances : 100

Reporting to : SITI ALSHAH Department : ENGINEERING Section : PLANNER LUMUT

Commencing date : AS SOON AS CONTRACT END Probation : _____ Others : _____

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

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name **NOOR SYAKHA GLEEZA BT. MOHD NOOR AZMAN**

Position **PRODUCTION PLANNER**

Date **6/1/2023**

Interviewer's name **ANUGRA CAHMANA**

Designation **HR**

Dept **HR**

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	4
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	5
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
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	4
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	4
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	4
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	4
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	4
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
TOTAL						41

Recommendations for employment :

(YES) / NO / N/A

Comments :

Currently Syakha under probation for 12 months.

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRIS

Interview

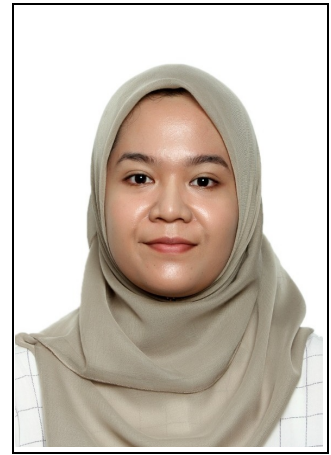
Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : NOOR SYAKILA ELEEZA BT MOHD NOOR AZMAN

Preferred Name : SYAKILA

Gender : Male [] Female []

Old I/C No. : -

New I/C No. : 940309-03-5974

Nationality : MALAYSIAN

Passport No. : -

Date of Birth : 09/03/1994

Place of Birth : HOSPITAL MACHANG

Age : 28 YEARS OLD

Marital Status : SINGLE

Permanent Address (house)

LOT PT 1882, KG BANGGOL JUDAH,
18500 MACHANG, KELANTAN

Correspondence Address (mailing)

Effective Until : _____

LOT PT 1882, KG BANGGOL JUDAH,
18500 MACHANG, KELANTAN

Tel No. : (House) -

Tel. No. : (House) -

(Mobile) 017-2822695

(Office) -

Fax No. : -

E-mail : syakila.galaxyaerospace@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.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SEKOLAH MENENGAH KEBANGSAAN (A) WATANIAH, MACHANG	JAN 2007	DEC 2011	PMR/PT3 Grade : 9A Aggregate : - SPM Grade : 7A,3B Aggregate : -
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) UNIVERSITI TEKNOLOGI MARA (UITM) KUALA TERENGGANU	JUNE 2012	JUNE 2015	Major : DIPLOMA IN SCIENCE CGPA/Grade : 3.65 / FIRST CLASS
Degree Course(s) UNIVERSITI KUALA LUMPUR MALAYSIAN INSTITUTE OF AVIATION TECHNOLOGY (MIAT)	JAN 2016	JULY 2020	Major : BACHELOR IN AIRCRAFT ENGINEERING TECHNOLOGY (HONS) IN AVIONICS Minor : - CGPA/Class : 3.70 / FIRST CLASS
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
CAAM PART 66 MODULE 1	UNIKL MIAT	16 NOV 2018	UNIKL MIAT

LANGUAGE PROFICIENCY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	EXCELLENT	EXCELLENT
English : IELTS 7.5		
Others : _____		

COMPUTER LITERACY

• Are you familiar in operating a computer?

Yes / No

• List of PC Software that you are familiar with
MICROSOFT OFFICE (WORDS, EXCEL, PPT), ADOBE
ACROBAT

OTHER SKILLS (Please Specify)

BASIC C++, ARDUINO AND R PROGRAMMING

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	REPRESENT UNIVERSITI KUALA LUMPUR MIAT IN TAEKWANDO TOURNAMENT
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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			
1) GALAXY AEROSPACE MALAYSIA (GAM) - 145 PLANNER PROTEGE	(02/2022)	(01/2023)	1 YEAR	<ul style="list-style-type: none">- DAILY UPDATES OF AIRCRAFT STATUS TO GAM AND RMN SKUADRON 502.- UPDATES AIRCRAFT FLYING HOURS ON AERONET AND MONITOR INSPECTION DUE, ENSURE TALLIED CURRENT HOURS WITH NAVY AIRCRAFT LOG.- FORECASTING AIRCRAFT INSPECTION FROM AERONET AND UPDATE TO GAM ON FLEX OP AND SPARE AVAILABILITY.- UPDATE HEAVIEST PLANNING- MONITOR AND DEMAND REQUIRED SPARE- MONITOR AND GET UPDATE OF MASTER LIST PUBLICATIONS FROM NAVY CUSTODIAN- UPDATES ON COMPLETED WORKSHEET AND WORKPACK, ENSURE ALL DOCUMENTS COMPLETED ACCORDINGLY- ASSIST REQUEST FOR ADDITIONAL MAN-POWER, SPECIAL TOOL, TECHNICAL ENQUIRY WHEN REQUIRED	RM 2000	APPLYING FOR PERMANENT STAFF POSITION AT GALAXY AEROSPACE MALAYSIA

Please use attachment for additional information.

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			
2) SK SRI BENUT, JOHOR - TEACHER	JULY 2021	NOV 2021	0.5 YEAR	- REPLACEMENT TEACHER FOR SCIENCE AND MATHEMATICS SUBJECT ACCORDING TO STANDARD CURRICULUM REQUIREMENT.	RM 2000	COMPLETED CONTRACT
3) FIREFLY SDN BHD - ENGINEERING INTERN	JAN 2020	JULY 2020	0.5 YEAR	- TECH SERVICE DEPT. PERFORMED DATA UPDATE FROM AIRCRAFT TECHNICAL LOGBOOK, COMPILE AND EXTRACT DATA FROM ENGINE INSPECTION REPORT. - PLANNING AND TECHNICAL RECORD PREPARE AIRCRAFT MAINTENANCE CHECK LIST, JOB INSTRUCTION CARD AND AIRCRAFT MAINTENANCE MANUAL ACCORDING TO THE TASK REQUIRED.	N/A	COMPLETED INTERNSHIP

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 2000	Bonus (No. of months): - Contractual : 1 YEAR 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) : D
Allowances (Please specify if any) : -	Car Privilege Type : - Driver : (Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Petrol Allowance/month : -	Loan subsidy : Interest rate House (Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> : - % Car (Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> : - % Others : - %	
Other Benefits (If any): -			
Expected monthly salary: RM 2700		Resignation notice period : -	

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

I WAS ENTRUSTED WITH TASK OF PREPARING DOCUMENTS FOR UPCOMING INSPECTION, UPDATING AIRCRAFT TECH LOG AND MONITORING UPCOMING DUE ON AERONET THAT REQUIRES THOROUGH PERUSAL.

Is there any other information (personal or work experience) which is relevant to this application?

(If yes, please specify)

I REALLY ENJOYED WORKING AT GALAXY AEROSPACE WHERE THE STAFF ARE ALWAYS WILLING TO SHARE THEIR EXPERIENCE AND KNOW-HOW.

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

YES, FOR 145 PLANNER PROTEGE ON 15TH DECEMBER 2021.

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : MORADI EE CHEAP

Address : GALAXY AEROSPACE LUMUT

Tel No. : 013-4299759

Relationship : EIC GAM LUMUT (SUPERVISOR)

Name : SITI AISHAH BINTI MANSOR

Address : GALAXY AEROSPACE SUBANG

Tel No. : 012-6728954

Relationship : SENIOR EXECUTIVE PLANNER (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 :

05/01/2023



NOOR SYAKILA ELEEZA BT MOHD NOOR AZMAN

PROFILE

A graduate from University Kuala Lumpur MIAT in Bachelor of Aircraft Engineering Technology (Hons) in Avionics. I would like to be part of an organization where my set of skills and knowledge can be utilized and gain new experiences. Outgoing and dependable team-player, I believe I can contribute to the company.

CONTACT



017-282-2695



syakilaeleeza94@gmail.com



Lot Pt 1882, Kg Padang Raja Belukar,
18500 Machang, Kelantan

EDUCATION

- Bachelor of Aircraft Engineering Technology in Avionics
Universiti Kuala Lumpur, Malaysian Institute of Aviation Technology
(2016 – 2020)
CGPA: 3.70
- Diploma in Science
Universiti Teknologi Mara (UiTM) Kuala Terengganu Campus (2012 – 2015)
CGPA: 3.65
- Sijil Pelajaran Malaysia (SPM)
Result: 7A,3B

CURRICULAR ACTIVITIES

- Active member of UniKL MIAT Taekwondo Club. Gold medal in MMU Open Tournament (19th Nov 2017)
- Volunteer for Avionics Student Association MIAT at SK KLIA (6th May 2017)
- Committee of Avionics Club

CERTIFICATE

- Civil Aviation Authority Malaysia (CAAM) Part 66,
Module 1: Mathematics

SKILLS

- Proficient in Microsoft Office (Word, Excel & PowerPoint)
 - Good in Arduino UNO Software
 - Good in C++ Programming Language
- Advanced in communicating and writing in English and Malay

PROFESSIONAL EXPERIENCE

- August 2020 – Present Operation Manager at Ai' Bau Fragrance HQ
 - Managing stock control and inventory checks
 - Oversee budget and product quality control inspection
- January 2020 – July 2020 Intern at FlyFirefly Sdn Bhd
 - Technical Service Department.
 - Performed data updating from aircraft technical logbook into Firefly internal system.
 - Compiling data on fuel consumption and data extraction from Engine Inspection Report.
 - Involve in documentation of completed aircraft engine check package.
 - Planning and Technical Record Department.
 - Monitor Task Maintenance Requirement (TMR) list on nearing due task.
 - Assisting preparation check package for aircraft maintenance check.
 - Involved in documentation for ordered aircraft parts.
 - Prepare and sort Job Instruction Card (JIC) and Aircraft Maintenance Manual (AMM) according to required task.
 - Engineering Department
 - Assisting engineer carrying out visual inspection on aircraft parts for defects.
- October 2019-Dec 2019 Café crew at UTM Skudai
 - Assisting production and marketing of product
- May 2017 Operating crew for Malaysia Breakfast Day MILO RUN
 - Involved in preparation for marathon events and oversee participants requiring assistance throughout event.

REFERENCES

- Encik Mohd Azhar Bin Che Anuar
Senior Technical Record Administrator
FlyFirefly Sdn Bhd.
Hangar 1 Line 1 & 2 Mas Complex B
Sultan Abdul Aziz Shah Airport
47200 Subang, Malaysia
Contact: +601128702726
- Puan Farahanim Binti Abu Khori
Executive, Engineering Quality Assurance
FlyFirefly Sdn Bhd.
Hangar 1 Line 1 & 2
Mas Complex B
Sultan Abdul Aziz Shah Airport
47200 Subang, Malaysia
E-mail:
farahanim.abukhori@fireflyz.com.my