

INTERVIEW APPRAISAL FORM

Name: SYARAFANA NOR ODEA BINTI MOHAMAD SOPHIAN Position: PROTEGE ENGINEERING Date: 11/8/22
 Interviewer's name: FARDZUAN FAWAL Designation: COMM EXEC Dept: COMM

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
	1	2	3	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	3
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	3
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	5
	1	2	3	4	5	
MOTIVATION & AMBITION	No motivation and ambition	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	Ambitious, high aims, planned aims, of success	5
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	2
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	4
	1	2	3	4	5	
TOTAL						38

Recommendations for employment :

YES / NO / KIV

Comments : CANDIDATE APPEARS INTEREST IN AVIATION. RECOMMEND TO GIVE A SHOT. NO FURTHER COMMENT

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

ICP - PG4.

INTERVIEW APPRAISAL FORM

Name: SYARAFANA NUR SOPEA Position: PROTEGE ENGINEERING 18/02/22
BATI MOHAMAD SOPHAN
 Interviewer's name: ANNWAR LAZMAN Designation: TRAINING COORDINATOR 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>	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>	5
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>	4
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>	4
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>	5
TOTAL						42

Recommendations for employment :

YES / NO / KIV

Comments : Good communication Allowance = 2,000
graduated from Russia in A/C design. Join = 24/02/22
Times.

Signature of Interviewer : Basic salary : Allowances :

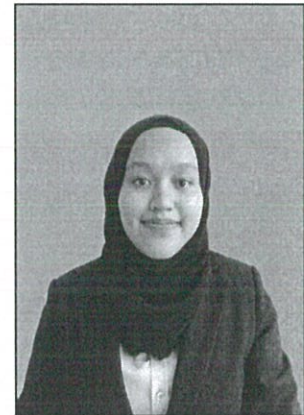
Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRISInterview
Date:

Panel Interview :

Checked :
Date &
Initial

EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : SYARAFANA NUR SOFEA BINTI MOHAMAD SOPHIAAN

Preferred Name : SYARA / Gender : Male [] Female [✓]

Old I/C No. : - New I/C No. : 991027-14-6836

Nationality : MALAYSIAN Passport No. : A38706162

Date of Birth : 27 OCTOBER 1999 Place of Birth : KUALA LUMPUR

Age : 23 / Marital Status : SINGLE

Permanent Address (house) NO. 7, JALAN BUNGA RAYA 21, TAMAN TASIK JAYA, 70400 SEREMBAN, NEGERI SEMBILAN, MALAYSIA /	Correspondence Address (mailing) Effective Until : 31/9/2022 NO. 25, JALAN SUARASA 6/2, AVENUE 6, BANDAR TUN HUSSEIN ONN, 43200 CHERAS, SELANGOR, MALAYSIA /
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Tel No. :	(House) -	Tel. No. :	(House) -
	(Mobile) -		(Office) -

Fax No. : - E-mail : SYARA.SOPHIAAN@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.

No.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) MRSM TUN ABDUL RAZAK	2012	2016	PMR/PT3 Grade : 8A Aggregate : - SPM Grade : 6A Aggregate : -
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) AIRCRAFT DESIGN ENGINEERING Moscow Aviation University	2017	2021	Major : AIRCRAFT DESIGN Minor : GENERAL AIRCRAFT ENGINEERING CGPA/Class : 3.44
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)

• Are you familiar in operating a computer?
Yes*/No

	* Written	* Spoken
Bahasa Melayu :	Excellent	Excellent
English : _____	Good	Good
Others : <u>Russian</u>	Basic	Basic

• List of PC Software that you are familiar with
SOLIDWORKS, Solid Edge, Microsoft Excel, Power Point.

OTHER SKILLS (Please Specify)

Solving problems by contributing ideas during a discussion, Adapting to different working environment, Communicating with new acquaintances and leadership, being able to lead a group of people without hesitation.

EXTRACU-CURRICULARACTIVITIES(SPORTS,CLUBS,ETC.)

Highest
Achievements
or Current
Involvement

-Volunteered with Coach2Consultancy to manage the Bank Islam Sales Convention that consists of 1000 people from different background.

-Assisted supervisor in creating a new digitalized system for the department.

Galaxy Aerospace
The Future is Now

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. Graduate Executive Trainee. <i>Asset Supervisors -</i> <i>- Group Technology</i> <i>- Warehouse</i>	1/2022	9/2022	8 months	Assisted the senior staffs from the property maintenance department in any jobs that require assistance, such as segregating the data received and make sure every complaint made is closed.	RM 2000	End of program.
2. Sports Sales Advisor	5/2022	Currently working	3 months	Assisting customers and giving advanced advices in sports that they are looking for, managing the stock and learning about the business side of Decathlon.	RM956.91	-

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): - _____ Contractual : <u>RM 2000</u> 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) : 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 3000 ✓

Resignation notice period : Two weeks ✓

What is your greatest achievement in your previous/current career?
Creating a smoothly operating system that can ease the CSR process.

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

I did internships at DMG Mori and Vympel.

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

Protégé program, 24th November 2021.

PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPOYEE)

Name : Mohd Rezwan bin Selamatdin
Address : 201-A. Jalan Tun Razak
50400 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur

Tel No. : +6019-6664240

Relationship : Supervisor

Name : Tasnim Khairina binti Kadrishah
Address : 97 Heald Place, Rusholme, M14
4AQ Manchester, Greater Manchester
United Kingdom

Tel No. : +44(0)7535798347

Relationship : Friends

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 : 17 August 2022

Syarafana Nur Sofea Binti Mohamad Sophiaan



2.30 pm
18/8/2022
DTS

Current Address:
No. 25, Jalan Suarasa 6/2, Avenue 6,
Bandar Tun Hussein Onn,
43200 Cheras,
Selangor, Malaysia
+60-12-4339093

Permanent Address:
No. 7, Jalan Bunga Raya 21,
Taman Tasik Jaya,
70400 Seremban,
Negeri Sembilan, Malaysia

E-mail address: syara.sophiaan@gmail.com

DESCRIPTION

An ambitious and organized aeronautical engineering graduate from Moscow Aviation Institute (National Research University), eager to learn and gain new experiences. A fast learner, team player and able to work under pressure. Seeking to help the company to expand even further, as well as to grow and develop my skills in pursued field.

EMPLOYMENT

Permodalan Nasional Berhad (PNB), Kuala Lumpur, Malaysia.

Title: Graduate Executive Trainee
Duration: 7 months (January 2021 – present)

Job Description:

Attached to the Property Maintenance Department:

- Assist supervisors in tenders' preparation, reports writing and BQ.
- Monitor the Menara PNB building system maintenance.
- Attend to daily complaints and request emails and follow up on each resolution.
- Assist supervisor in creating a new system for the whole flow of CSR using Excel and Power Automate.
- Assist to prepare weekly checklist and summary for audit purposes.
- Monitor the audio system for events in the building.

Decathlon, Shah Alam, Malaysia.

Title: Sport Sales Advisor, weekend part time
Duration: 2 months (May 2022 – Present)

Job Description:

- Develop network of customers in store and establish good relationship.
- Strategize through layout presentation, stock management and customer relationship.

DMG MORI, Moscow, Russia.

Title: Internship collaboration with DMG MORI, a German-Japan company
Duration: 2 months (June 2019 – July 2019)

Job Description:

Experimental Pilot Plant of Moscow Aviation Institute (MAI)

- Modern methods of processing materials in the aviation industry, including using CNC equipment.

Vympel NPO, Moscow, Russia.

Title: Internship
Duration: 2 months (June 2018 – July 2018)

Job Description:

- Introduced and taught about all types of missiles, basic theory of flights and components in missile.

APPENDIX A – RELEVANT COURSES

Aircraft Design
Maintainability and Reliability
Aircraft Power Unit
Chassis and Control Systems
Electrical Engineering and Electronics
Engineering of Airframe Accessories
Engineering of Assemblies and Parts
Production of Airplanes
Aircraft Projecting

APPENDIX B – LEADERSHIP

Organizer for various University activities (09/2018 - 05/2020)

- Supervised the MAI Rugby 7s Moscow Intersvarsity Cup 2018
- Emcee for 3 consecutive graduation ceremony
- Organized Women's Day 2018 and 2019

Intersvarsity Cup (09/2017 - 05/2019), an annual event for Malaysian students in Russia

- Participated and won several sports event (futsal, frisbee, handball, basketball)

Tour guide in Moscow, Russia (05/2019 - 02/2020)

- Guided different groups of people around Moscow from various backgrounds

Convention for Association of Young Entrepreneurs (2016)

- National Level participation

Girl Scout's Camp (2015)

- National Level participation

Inter-MRSM Sports (2016)

- Marathon participation

APPENDIX C – COMPUTER SKILLS

Programming Skills: C/C++

Others: Windows 10 Pro

Application: SOLIDWORKS
SOLIDEDGE
Pastran Natran
Airfoiltools.com
Microsoft Power Automate
Microsoft Office (Excel, Word, PowerPoint)