

For Office Use : HRIS

Interview
Date:
Panel Interview :

Checked :
Date &
Initial



**EMPLOYMENT APPLICATION
FORM**

PERSONAL PARTICULARS

Name as per NRIC : NUR 'ATHIRAH BINTI FARIZAL HARYADI

Preferred Name : ATHIRAH

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 970406-03-5746

Nationality : MALAYSIA

Passport No. :

Date of Birth : 06 APRIL 1997

Place of Birth : HUSM KUBANG KERIAN , KELANTAN

Age : 26 YEARS OLD

Marital Status : SINGLE

Permanent Address (house)
10, JALAN NOVA U5/T3B
SUBANG BESTARI, 40150
SHAH ALAM, SELANGOR

Correspondence Address (mailing)
Effective Until : _____

Tel No. : (House)
(Mobile) 013-3647276

Tel. No. : (House)
(Office)

Fax No. :

E-mail : nurathirahfh@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.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	2012 2014	2012 2014	PMR/PT3 Grade : 5A2B1C Aggregate : SPM Grade : 2A2B 5C Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)	June 2015	April 2018	Major : DIPLOMA IN ACCOUNTANCY CGPA/Grade : 3.01
Degree Course(s)	September 2019	September 2023	Major : BACHELOR OF ACCOUNTANCY Minor : CGPA/Class : 3.25
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	
Bahasa Melayu	* Written EXCELLENT	* Spoken EXCELLENT	• List of PC Software that you are familiar with MICROSOFT OFFICE, SUPERIOR TAX COMP
English : _____	GOOD	GOOD	
Others : _____			
OTHER SKILLS (Please Specify)			

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	POLICE UNDERGRADUATE VOLUNTARY CORPS (KOR SUKSES)
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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			
ZURAIDAH & PARTNERS	03/2023	08/2023	6 months	<ul style="list-style-type: none"> - Prepared management account - Liaised with clients, Secretaries, tax agent for queries documentation and tax - prepared management letter and audit report 		
Hospital USM KUBANG KERIAN	09/2018	12/2018	4 months	<ul style="list-style-type: none"> - Analyse and get information for debtor - Assess possible action to take and make recommendation to company 		
	11/2017	04/2018	6 months	<ul style="list-style-type: none"> - Key in debtor details - Handle for student payment charge and update their data - managed staff salary. 		

Please use attachment for additional information.

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

