

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : GITI FATIRAH BINTI RAMLI
NRIC

Preferred Name : FATIRAH

Gender : Male [] Female []

Old I/C No. : 920102-03-6736

New I/C No. : 920102-03-6736

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 2/1/1992

Place of Birth : KELANTAN

Age : 32

Marital Status : SINGLE

Permanent Address (house)

411, BLOCK 7, DAISY APARTMENT, JALAN
DINAR 03/1, SUBANG PERDANA, 40100
SHAH ALAM

Correspondence Address (mailing)

Effective Until : _____
PT 1411, TAMAN SRI KALONG, JLN PANGKAL
KALONG, KOK LANAS, 16450 KOTA BHARU,
KELANTAN

Tel : (House)

Tel. No. : (House)

(Mobile) 017-3031735

(Office)

Fax No. :

E-mail : siti.fatiharamli@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) SMK KING GEORGE V MRSM GEMENCHEH | 2005 2008 | 2008 2000 | PMR/PT3 Grade : 8A Aggregate : SPM Grade : 7A2B Aggregate : |
| A-Level/STPM/Matriculation(s) RUSAT ASASI UIA | | | Result(s) : 3.258 |
| Certificate(s) | | | Major : Grade : |
| Diploma Course(s) | | | Major : CGPA/Grade : |
| Degree Course(s) UNIVERSITI ISLAM ANTARABANGSA MALAYSIA | 2013 | 2016 | Major : AEROSPACE ENGINEERING Minor : CGPA/Class : 2.877 |
| Post Graduate Course(s) UNIVERSITI ISLAM ANTARABANGSA MALAYSIA | 2020 | 2023 | Area of study : MANUFACTURING ENGINEERING CGPA/Class : PASS |
| Professional Qualification(s) GRADUATE ENGINEER CBEM | | | Level/Stage : GRADUATE ENGINEER |

COURSE / TRAINING ATTENDED

| Title(s) | Organised by | Date attended | Location |
|--|-------------------------------|---------------|----------|
| ① CERTIFIED PROFESSIONAL IN LEAN SIX SIGMA IMPROVEMENT TOOL - FMEA | DUKE TRAINING & CONSULTANCY | 26/5/2023 | VIRTUAL |
| ② THE ROLES OF LEAN SIX SIGMA IN INDUSTRIAL REVOLUTION ERA | LENOXCELLS CONSULTING SDN BHD | 22/5/2023 | VIRTUAL |

| LANGUAGE PROFICIENCY | | COMPUTER LITERACY | |
|--|-----------|---|---|
| * Please indicate (Average, Good, Excellent) | | • Are you familiar in operating a computer? <input checked="" type="radio"/> Yes* / <input type="radio"/> No | |
| Bahasa Melayu → | * Written | * Spoken | • List of PC Software that you are familiar with MICROSOFT 365, MICROSOFT TEAMS, SAP, DX6, SPC, AUTOCAD |
| | EXCELLENT | EXCELLENT | |
| English : → | GOOD | GOOD | OTHER SKILLS (Please Specify) PROJECT MANAGEMENT, PROBLEM SOLVING, ANALYSING & DATA COLLECTION, COMMUNICATION |
| Others : → | | | |

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

| | |
|---|--|
| Highest Achievements or Current Involvement | |
|---|--|

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 PROTEGE PROJECT ENGINEER | DEC 2023 | PRESENT | | MONITOR QA PROJECT | | |
| ② PROTEGE AIRCRAFT PLANNER | JULY 2023 | PRESENT | | AMEND EPM PLANNER SAAS | | |
| ③ GRADUATE RESEARCH ASSISTANT, UA | 10/2019 | 05/2023 | 3.5 | RESEARCH BASED MASTER | | FINISH STUDY |
| ④ INSIDE SALES METTLER TOLEDO | 09/2018 | 09/2019 | 1 | PERFORMING INSIDE SALES, PROSPECTING CUSTOMER | | CONTINUE MASTER |
| ⑤ SENIOR SALES & APPLICATION ENGINEER INWIROTECH SYSTEMS | 08/2018 | 08/2019 | 1/2 | LEAD SALES DIVISION | | FURTHER GAIN KNOWLEDGE IN SALES FIELD |
| ⑥ SALES & APPLICATION ENGINEER | 05/2017 | 02/2018 | 9 MONTHS | VISIT SITE / DESIGN CUSTOMER REQ | | PROMOTED |
| ⑦ SERVICE CONSULTANT HONDA GLOBAL AMITY | 08/2016 | 06/2017 | 10 MONTHS | PROVIDE AFTER SALES SERVICE | | BECOME AN ENGINEER |
| ⑧ INTERN TRAINEE RUSAT SAUNG ANGLASA | 06/2015 | 08/2015 | 2 MONTHS | INTERN | | STUDY |

Please use attachment for additional information.

| REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT | | TRANSPORTATION | |
|--|--|--|--|
| Basic monthly salary: | Bonus (No. of months): <u>DEPEND</u> Contractual : <u>YES</u> Variable : <u>SALES INCENTIVE / CAR ALLOWANCE, PETROL ALLOWANCE, HOLIDAY ALLOWANCE</u> | Do you possess your own transport Yes : _____ No : _____ | What type of transport license do you have? B2,D,Others(Please specify) : <u>B2,D</u> |
| 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: <u>RM3500 (NETT PAY)</u> | | Resignation notice period : | |

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

- PERFORMING G-CODE IN CNC MILLING (PREVIOUS)
- SERVICEABLE PK-JEP AIRCRAFT, PROJECT MONITORING & PACKING (CURRENT)
- 1 TIME EDM AMENDMENT IN 2023, ON GOING 2ND TIME EDM AMENDMENT 2024

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.

YES, PROTEGE PPC, 2/5/2022

PERSONAL REFERENCES (NON-RELATIVES / NONS EMPLOYEE)

Name : DR NORKHAI RUSSHAMA
Address : U1A GOMBAR
: JALAN GOMBAR
: 53100 GOMBAR SELANGOR
Tel No. : 019 - 326 0250
Relationship : SUPERVISOR MASTER

Name : RAYMOND LIEN
Address : METTLER TOLEDO (M) SDN BHD
: BUKIT JELUTONG, SHAH ALAM
: _____
Tel No. : 012 - 3181676
Relationship : REPORTING MANAGER

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 : 29/2/2024

INTERVIEW APPRAISAL FORM

Name : SITI FATIRAH BINTI RAMLI Position : PROJECT ENGINEER Date : 1/3/2024

Interviewer's name : JASMAUZAM B. JAMALUDIN Designation : E-C 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> | 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> | 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 | | | | | | 41 |

Recommendations for employment :

YES / NO / KIV

Comments : SHE CERTIFY PROFESSIONAL IN LEAN SIX SIGMA IMPROVEMENT. SHE

ALSO MEMBER OF BOARD OF ENGINEERS MALAYSIA (BEM) NO. G1195679A

Signature of Interviewer : Basic salary : RM 3400.00 Allowances : RM 100.00

Reporting to : JASMAUZAM (E.C) Department : ENGINEERING Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name Siti Fatimah Binti Ramli Position Project Engineer Date 1/3/2024

Interviewer's name Muhamad Anif Bin Najaludin Designation HR Executive Dept Human Resource

| | | | | | | |
|-----------------------|---------------------------------|--|--|--|---|-----------|
| 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 | 3 |
| CONFIDENCE | Shy, retiring, arrogant 1 | Submissive, and argumentative 2 | Reasonably self assured 3 | Shows self confidence 4 | Self assured and inspires confidence 5 | 4 |
| EXPRESSION OF IDEAS | Unclear and illogical 1 | Not well defined or expressed 2 | Makes sense 3 | Convincing thoughts 4 | Exceptionally good and logical 5 | 3 |
| 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 | 3 |
| 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 | 3 |
| 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 | 3 |
| ADAPTABILITY | Incompatible 1 | Alright but not good enough 2 | Reasonably sufficient 3 | Good adaptability 4 | Can definitely adapt well 5 | 3 |
| TOTAL | | | | | | 34 |

Recommendations for employment :

YES / NO / KIV

Comments : Recommendation for hiring as project engineer.

Signature of Interviewer : awd Basic salary : _____ Allowances : _____
 Reporting to : Engineering Cammer Department : Engineering Section : _____
 Commencing date : _____ Probation : _____ Others : _____
 Verified by HRD : _____ Approved by : _____ Date : _____