

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

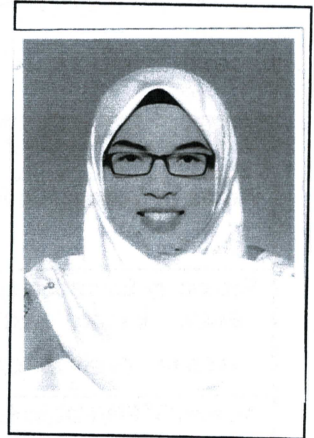
Checked :

Date &amp;

Initial

**Galaxy Aerospace**

maintenance . repair . overhaul

**EMPLOYMENT APPLICATION  
FORM****PERSONAL PARTICULARS**Name as per : SITI 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 : 31

Marital Status : SINGLE

Permanent Address (house)

PT 1411, TAMAN SRI KALONG,  
JALAN PANGKAL KALONG,  
KOK LANAS, 16450 KOTA BHARU,  
KELANTAN

Correspondence Address (mailing)

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

Tel No. : (House)

Tel. No. : (House)

(Mobile) 017-3031735

(Office)

Fax No. :

E-mail : sitifatirahramli@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.	_____	_____	_____	_____

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 2009	PMR/PT3 Grade : 8A Aggregate : SPM Grade : 7A2B Aggregate :
A-Level/STPM/Matriculation(s) PUSAT ASASI GAINS, UIA			Result(s) : 3 25 8
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) <del>BACHELOR</del> UNIVERSITI ISLAM ANTAPABANGA GON BAK	2013	2016	Major : AEROSPACE ENGINEERING Minor : CGPA/Class : 2.877
Post Graduate Course(s) UNIVERSITI ISLAM ANTAPABANGA 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?

(Yes) / No

Bahasa Melayu

\* Written  
EXCELLENT  
GOOD

\* Spoken  
EXCELLENT  
GOOD

English : \_\_\_\_\_

Others : \_\_\_\_\_

• List of PC Software that you are familiar with  
MICROSOFT 365, MATLAB, SAP, DXG, SPK

### OTHER SKILLS (Please Specify)

PROJECT MANAGEMENT SKILLS,  
COMMUNICATION SKILLS

### 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 GRADUATE RESEARCH ASSISTANT DEPARTMENT OF MANUFACTURING & MATERIALS ENGINEERING	10/2019	05/2023	3.5	RESEARCH BASED FOR MASTER		FINISH STUDY
② INSIDE SALES METTLER TOLEDO	09/2018	09/2019	1	PERFORMING INSIDE SALES (CALL, PROSPECTING CUSTOMER)		CONTINUE MASTER
③ SENIOR SALES & APPLICATION ENGINEER INVIROTECH SYSTEMS	03/2017	02/2018	1/2	LEAD SALES DIVISION		FURTHER GAIN KNOWLEDGE IN SALES FIELD
④ SALES & APPLICATION ENGINEER	05/2017	02/2017	9 MONTHS	VISIT SITE & DESIGN CUSTOMER RFQ		PROMOTED
⑤ SERVICE CONSULTANT HONDA GLOBAL AMITY	07/2016	05/2017	10 MONTHS	PROVIDE AFTER SALES SERVICE		BECOME AN ENGINEER
⑥ INTERN TRAINEE RUSTAL SAUNG MOKASA	06/2015	07/2015	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>DEPENDS</u> Contractual : <u>YES</u> Variable : <u>SALES INCENTIVE</u>	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) :  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:	Resignation notice period : <u>1 MONTH</u>		

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

- PERFORMING G-CODE IN CNC MILLING

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.

NO

### PERSONAL REFERENCES (NON-RELATIVES / NONS EMPLOYEE)

Name : DR NOR KHAIRUSSHIMA  
Address : VIA GOMBAK  
          : JALAN GOMBAK  
          : 53100 GOMBAK SELANGOR  
Tel No. : 019 - 336 0250  
Relationship : SUPERVISOR MASTER

Name : RAYMOND LIEW  
Address : METTLER TOLEDO (M) SDN BHD  
          : BUKIT JELUTONG, SHAH ALAM  
Tel No. : 012 - 3121676  
Relationship : COUNTRY MANAGER (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 : 21/5/2023

# INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : SITI FATIRAH BINTI RAMLI Position : PROTEGE PLANNER Date : 2/6/2023

Interviewer's name : JASMALIZAM JAMALUDDIN Designation : E. C Dept : ENGINEERING

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
	1	2	3	4	5	4
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	4
	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	4
	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	5
	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	4
	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	
<b>TOTAL</b>						<b>43</b>

Recommendations for employment : YES / NO / KIV

Comments : Has a good experience availability July 2023. Has cert from Board of Engineer Malaysia. Has Master of Science.

Signature of Interviewer : Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_  
 Reporting to : \_\_\_\_\_ Department : Engineering Section : AMO PLANNER  
 Commencing date : \_\_\_\_\_ Probation : \_\_\_\_\_ Others : \_\_\_\_\_  
 Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_



# INTERVIEW APPRAISAL FORM



Name : SITI FATRAH BINTI RAMLI Position : PLANNER Protege Date : 2/6/2023

Interviewer's name : MUHAMAD ARIF BIN NATAUDIN Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance <input type="checkbox"/> 1	Appears to lack energy <input type="checkbox"/> 2	Good physical appearance <input type="checkbox"/> 3	Appears fit and alert <input type="checkbox"/> 4	Exceptionally energetic <input checked="" type="checkbox"/> 5	5
TRAITS	Nervous and embarrassed <input type="checkbox"/> 1	Stiff and uncomfortable <input type="checkbox"/> 2	comfortable and at ease <input type="checkbox"/> 3	Alert and free of tension <input checked="" type="checkbox"/> 4	Unusually self possessed/alert <input type="checkbox"/> 5	4
CONFIDENCE	Shy, retiring, arrogant <input type="checkbox"/> 1	Submissive, and argumentative <input type="checkbox"/> 2	Reasonably self assured <input type="checkbox"/> 3	Shows self confidence <input type="checkbox"/> 4	Self assured and inspires confidence <input checked="" type="checkbox"/> 5	5
EXPRESSION OF IDEAS	Unclear and illogical <input type="checkbox"/> 1	Not well defined or expressed <input type="checkbox"/> 2	Makes sense <input type="checkbox"/> 3	Convincing thoughts <input checked="" type="checkbox"/> 4	Exceptionally good and logical <input type="checkbox"/> 5	4
EXPERIENCE	No experience at all <input type="checkbox"/> 1	Experience not suitable but helpful <input type="checkbox"/> 2	Fair experience <input type="checkbox"/> 3	Experience suits job <input type="checkbox"/> 4	Experienced, suits job very well <input checked="" type="checkbox"/> 5	5
EDUCATION	No education at all <input type="checkbox"/> 1	Basic education but not enough <input type="checkbox"/> 2	Sufficient education <input type="checkbox"/> 3	Has relevant qualifications and certificates <input type="checkbox"/> 4	Has additional qualifications, Diploma/Degree <input checked="" type="checkbox"/> 5	5
MOTIVATION & AMBITION	No motivation and ambition <input type="checkbox"/> 1	Little interest, seems to be complacent <input type="checkbox"/> 2	Interest fair, and reasonable desire to succeed <input type="checkbox"/> 3	Definite future wants to succeed <input checked="" type="checkbox"/> 4	Ambitious, high aims, planned aims, of success <input type="checkbox"/> 5	4
COMMUNICATION SKILL	No skill at all <input type="checkbox"/> 1	Little skill <input type="checkbox"/> 2	Reasonable amount of skill <input type="checkbox"/> 3	Good skill <input checked="" type="checkbox"/> 4	Exceptionally good skill <input type="checkbox"/> 5	4
SUPERVISORY SKILL	Lacking in such skill <input type="checkbox"/> 1	Has skills but not enough <input type="checkbox"/> 2	Reasonably skilled <input type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill and experience <input checked="" type="checkbox"/> 5	5
ADAPTABILITY	Incompatible <input type="checkbox"/> 1	Alright but not good enough <input type="checkbox"/> 2	Reasonably sufficient <input type="checkbox"/> 3	Good adaptability <input type="checkbox"/> 4	Can definitely adapt well <input checked="" type="checkbox"/> 5	5
<b>TOTAL</b>						<b>46</b>

Recommendations for employment :  YES  NO  KIV

Comments : Recommended for protege / has transport / 1 month notice /

Signature of Interviewer : \_\_\_\_\_ Basic salary : \_\_\_\_\_ Allowances : 2000.00  
 Reporting to : \_\_\_\_\_ Department : \_\_\_\_\_ Section : \_\_\_\_\_  
 Commencing date : \_\_\_\_\_ Probation : \_\_\_\_\_ Others : \_\_\_\_\_  
 Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

