



JAC Recruitment
Agensi Pekerjaan JAC Sdn Bhd
www.jac-recruitment.my (Co.No.153554-D)

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Johor Branch (JTK 2138) :
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Tel: 07-278 1122 Fax: 07-278 1123

**Private &
Confidential**

APPLICATION FORM

POSITION APPLIED FOR

(State in order of preference)

1. DEVELOPMENTS
2. CONSTRUCTIONS
3. Precast.

Photograph

LOCATION PREFERRED: 1. JALOR BAHRU 2. SINGAPORE 3.

NOTICE PERIOD _____ MONTH(S) / WEEK(S)

PERSONAL PARTICULARS

Name (Underline Surname): MOUSTAFA KAMAL BIN MAHAMAD MOHTA		Chinese Characters: (If applicable)
Address: NO. 9, JLN DENAI KERIL 2, TMN. PURNAMA, KEMDAS, 81200 JB. (with a/c)		Telephone Number (Home) : (Office) : (H/P) : 016-2484943 (Other) : 017-770922 (Francee)
email: (If any) MOUS.NEFER @ GMAIL .com		
NRIC No: Passport No: 881022-23-5293	Date of Birth: 22/10/1958	Age: 25 - campas - istandar
Sex: MALE	Citizenship: MALAYSIAN	Marital Status: SINGLE
Race: MALAY	Religion: MUSLIM	Dialect:
<div> <div>Last Salary</div> <div>Basic : RM1500</div> <div>Allow/Comm :</div> <div>Others :</div> <div>Total :</div> </div> <div> <div>Expected Salary</div> <div>Basic : 1800 - 2000</div> <div>Allow/Comm :</div> <div>Others :</div> <div>Total :</div> </div>		<div>Type of Driving Licence: B2, D</div> <div>Own Vehicle: (Yes/No)</div>

PARTICULARS OF IMMEDIATE FAMILY (Spouse, children, parents, brothers and sisters)

Name	Relationship	Age	Occupation	Name of Company/Location
MOHAMAD MOHTA ISMAIL	FATHER	61	HR/ADMIN MANAGER	TA FURNITURE, MUAR
MARINA ABDULLAH	MOTHER	60	OWN BUSINESS	MELAKA
JULIE SABRINA	SISTER	30	HUSBELIFE	KL
AYMED DANIEL	BROTHER	19	STUDENT	MELAKA

ACADEMIC OR OTHER EDUCATION

Month & Year (From - To)	Name of School / College / Univ.	Examination Results / Certificate Awarded
2004-2005	SMTEKNIK MELAKA	SPM
2006-2008	POLITEKNIK KOTA MELAKA	CERTIFICATE
2009	AKADEMI PELANCONGAN	TOURISM TRAIN & PLACE PROGRAMME
2010-2011	POLITEKNIK MERLIMAU	DIPLOMA

WORKING EXPERIENCE

Company: KIRANA HOLIDAYS <i>uncle's business</i>	Month & Year: (From - To)	AUG 2008 JAN 2010 - OCT 2010
Position: TOUR COORDINATOR	Location:	MELAKA
Type of Company: Japanese / MNC / <u>Local</u>	Business Nature:	TOURISM
Job Scope: ARRANGEMENT OF OVERALL CLIENTS' TRIP.		
Reason for Leaving: PURSUING STUDIES -	Salary:	RM 900 (BASIC)
Company: GJY CONSTRUCTION (MELAKA)	Month & Year: (From - To)	FEB 2012 - FEB 2013
Position: SITE SUPERVISOR	Location:	MELAKA
Type of Company: Japanese / MNC / <u>Local</u>	Business Nature:	CONSTRUCTION
Job Scope: MONITORING PROGRESS OF CONSTRUCTION OPERATION. - meeting / verify technical drawing / specification / estimation / report. - Projects: housing - bungalow.		
Reason for Leaving: <i>x increment.</i>	Salary:	RM 1200 (BASIC)
Company: RAWATEX ENTERPRISE	Month & Year: (From - To)	MAR 2013 - AUG 2013
Position: SUPERVISOR	Location:	MELAKA
Type of Company: Japanese / MNC / Local	Business Nature:	CLEANING SERVICES.
Job Scope: UNDERTAKING THE SUPERVISION OF STAFF DESIGNATED TO CLEAN THE OPERATIONAL PREMISES.		
Reason for Leaving: CONTRACT ENDS	Salary:	RM 1500 + <i>RM 80</i>
Company:	Month & Year: (From - To)	
Position:	Location:	
Type of Company: Japanese / MNC / Local	Business Nature:	
Job Scope:		
Reason for Leaving:	Salary:	

Part time in Melaka - Starbucks.

SKILLS AND QUALIFICATIONS (State Machine model/trade/relevant information)

✓ = fair ✓✓ = good ✓✓✓ = excellent

COMPUTER	
Microsoft Office	✓✓✓
SAP	
ERP	
CRM	
Database	
Programming:	
OS:	
Networking:	

ACCOUNTING	
Costing	
Payroll	
Trial Balance	
Profit & Loss	
Full sets of Accounts	
Taxation	
A/C Softwares:	

TECHNICAL	
PLC	
Estimation	✓✓
CAD Release	✓
CAM Release	
QA/QC	
Product Costing	
ISO:	
Tool & Die	

SECRETARIAL / ADMIN	
Typing	wpm
Shorthand	wpm
Minutes	
Correspondence	

HUMAN RESOURCES	
Recruitment	
Labour Law	
Ind. Relations Act.	
Immigration	
Labour Union	
Training	

BANKING	
Bonds	
Foreign Exchange	
Bills	
Dealing	
Securities	

SHIPPING	
Shipping Documentation	
L/C Opening	
CIF Calculation	
Tariff	
Logistics/Warehousing	

SALES / MARKETING	
Customer Services	
Advertising / Promotion	
Market Research	
Presentation	

OTHERS	
Chinese Software	
Japanese Software	

LANGUAGE PROFICIENCY

Languages / Dialects	SPOKEN			WRITTEN			UNDERSTOOD		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
B. Malaysia	✓			✓			✓		
English ()	✓			✓			✓		
Mandarin									
Japanese (JLPT)									
Others:									

MEDICAL HISTORY

Any Physical Disability: <u>No</u> Yes, Please Specify:
Any Major illness/Accident in Last Six Months? <u>No</u> Yes, Please Specify:

If you plan to further education, please explain:

How do you know about JAC? Newspaper: ☐ JAC's Website: ☐ Others: FRIEND

Have you registered with other agency? If yes (Please state agency's name) _____

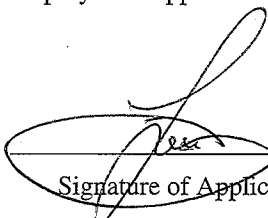
DECLARATION

I have/have never been convicted of criminal charge.

I have/have never taken and am presently not taking illegal drugs.

I hereby certify that the above information provided by me is true, complete and accurate to the best of my knowledge.

I further understand that any wilful act on my part in withholding information or making any false statement in this employment application is in itself sufficient ground for dismissal from the Company.


Signature of Applicant

03/12/2013

Date

FOR OFFICIAL USE ONLY (Interviewer's Comments)

Check: _____

Date: ____/____/____

Criteria \ Grading	Excellent	Good	Average	Fair	Poor
Personality					
Appearance					
Fluency in English					
Fluency in Japanese					

Name of Company	CV Date	Interview Date	Time	Remark

Other Comments: _____

