



# Agensi Pekerjaan Danu Gemilang Sdn Bhd

Company Registration No. 653365-T / JTKSM 558B

No.H-38-1B , Jalan Prima Saujana 2/D , Prima Saujana 43000 Kajang Selangor Malaysia

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## BIODATA



Reference No. :

Given Name : *Maricel*

Middle Name : *Patricio*

Sur Name : *Matutina*

Birth date : *08/29/83*

Age : *35*

Gender : *Female*

Nationality : *Filipino*

Passport Expiry date : *03/31/2022*

Religion : *catholic*

Height : *156*

Weight : *53*

Marital Status : *married*

No of Children : *2* Age/s: *11/12*

No of Brother/s: *5* No of Sister/s: *3*

Your Position in the Family : *8*

Husband's Occupation : *tryside driver*

Father's Occupation : *deassed*

Mother's Occupation : *House wife*

Language : *Tagalog, English*

Skills : *cleaning the house child care*

Applying Job in : **MALAYSIA**

Expected Salary : **400 USD / 1680 RINGGIT**



## EDUCATION BACKGROUND

Please marked (✓) your Highest Educational attainment and fill up the year of completion

Elementary Graduate

Year Graduated: 1997

Secondary Education/ High School Graduate

Year Graduated: 2001

College level

Year Completed:

Course:

College Graduate

Year Graduated:

Course:

## EMPLOYMENT RECORDS

Country: *Phillippines* Date of Employment From: *Nov. 10, 2013* Until: *Dec. 27, 2016*

Job Position: *Helper* No. of Person in the Employer's House: *4*

Employer's Nationality: *Pilipino* No of Child/Children of Employer: *2* Age/s: *11/12*

Reason of Leaving:

*getting married*

## EMPLOYMENT RECORDS

Country: Date of Employment From: Until:

Job Position: No. of Person in the Employer's House:

Employer's Nationality: No of Child/Children of Employer: Age/s:

Reason of Leaving:



## PERSONAL QUESTIONS

Why do you want to work as Domestic Worker in Malaysia?

For the future of my children and to help my family

What qualifications do you have as Domestic Worker? Honest hard working

Are you aware and agreed to work for Two (2) years employment Contract in Malaysia? Yes

From your family, who are the person knows and allowed you to work in Malaysia? Whole family

Are you ready to be far from your family for the period of two (2) years? Yes

Are you afraid of being far from your family? No

What do you expect from a position as a Domestic Worker?

cleaning, cooking, washing taking care of children

What are your dreams and goals in life?

To be a successful some day

How long do you plan to live and work abroad?

2 years and willing to renew

Are you better with Household Chores, New born, Children, Elderly Care or Cooking? Yes

In your past experienced, what was the age of the Children you looked after? 11/12

Can you take care of Infant? Yes

Do you love working with Children? Yes

If a Child is naughty and talks to you in a rude way, what would you do?

teach them in a good way

Are you willing to take care an Elderly Person? No

If YES, What Gender you Prefer?  Male /  Female

Do you have experience to look after an Elderly Person? No

If YES, What is the age? What is the Gender?  Male /  Female

Are you willing to take care a Disable Person? No

If YES, What Gender you Prefer?  Male /  Female

Do you have experience to look after a Disable Person? No

If YES, What is the age? What is the Gender?  Male /  Female

Are you willing to take care a Special Child? No

If YES, What Gender you Prefer?  Male /  Female

Do you have experience to look after a Special Child? No

If YES, What is the age? What is the Gender?  Male /  Female

Are you a Good cook? Yes

Are you able to follow Recipes from a cook book? Yes

What kind of food can you prepare? Pilipino Food

Can you sew by hand? Yes Can you sew by machine? Yes

How would you describe yourself? Honest person

## PERSONAL QUESTION 2

Do you have any medical history: Please marked (✓) if YES and (x) if NO

- Diabetes     High blood     Migraine     Anemia/low blood     Appendicitis     Heart problem  
 Caesarian     Ulcer     Asthma     Hemorrhoids (Almoranas)     Ovarian tumor     Dizziness (nahihilo)  
 Numbness in the body ( pamamanhid ng katawan )     Polio (can't move parts of the body during childhood )  
 Tuberculosis (TB)     epilepsy / seizures     skin allergies     others, specify .....

Do you have medical operation / surgery from the past? *no*; If yes, what kind of operation/ surgery? .....

How long now since you undergo operation / surgery? *no*; Do you think you are fully recovered? .....

Do you take any medication? *no*; if yes, what medicine? .....

Do you have any allergies to food? *no*; If yes, specify .....

Do you have any allergies for medicine? *no*; If yes, specify: .....

Do you smoke cigarette? *no* Do you drink alcohol? .....

Do you have friends or family here in Malaysia? *no*; If yes, what is the job & which place in Malaysia? .....

Are you willing to use your mobile phone during your Rest day only? *yes* .....

Are you willing to stay inside your employer house during your Rest day? *yes* .....

If necessary, will you work on your Rest day for extra income? *yes* .....

Can you promise not to use any personal belongings of your employer without permission? *yes* .....

Can you keep and secure the privacy of your employer and his family at all times? *yes* .....

What is your Message to your Future employer in Malaysia: *Dear may Future employer* .....

*IF you choice me as one of your employe . I will* .....

*be a good employe and I finished my two* .....

*years contrau Thank you.* .....



## JOB PREFERENCES:

Please marked (✓) if you are agreed and (×) if not applicable

Care of Newborn baby

Childcare

Elderly Care

Care of Special Child

Care of Bedridden

Disabled Person

Care of Pet/s:  Dog  Cat

Willing to work with Muslim family

Willing to work with non Muslim family

Willing to learn and do cooking

Laundry by hands for delicates clothes

Gardening(watering flowers and plants)

## BASED ON YOUR OWN OR WORK EXPERIENCES

Please write each categories based on your own experienced

### NEWBORN BABY CARE

Feeding the baby, changing diapers and clothes, prepared food, bathing the baby, sterilize the baby utensils.

### CHILDCARE

prepared food and clothes

### SPECIAL CHILD

No experience & not willing

### ELDERLY CARE/ BEDRIDDEN / DISABLED PERSON

No experience & not willing

### GENERAL HOUSEHOLD CHORES

cleaning the house, washing clothes, cooking, marketing

I hereby declare and confirmed that all the above given information contained are true and correct to the best of my knowledge and belief. That I am responsible for the accuracy of any data information which I provided to Agensi Danu Gemilang Sdn. Bhd. for my employment purposes as Domestic Worker in Malaysia.

<sup>M.P. Matutina</sup>  
MARICEL P. MATUTINA

(Full Name and Signature of the Applicant)