



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

Website add: www.dgmaidagency.com.my / Email: info@dgmaidagency.com.my

+60 3 87406041 / +60 12 538 3365

BIODATA



Reference No. :

Given Name : SUPASNA Y. DUMA

Middle Name : YAHYAIH

Sur Name : DUMA

Birth date : 07-10-93

Age : 20

Gender : FEMALE

Nationality : FILIPINO

Passport Expiry date : 09-22-21

Religion : ISLAM

Height : 148cm

Weight : 50 kg

Marital Status : SINGLE

No of Children : Age/s:

No of Brother/s: No of Sister/s:

Your Position in the Family :

Husband's Occupation :

Father's Occupation : FARMER

Mother's Occupation : HOUSEWIFE

Language : TAGALOG, ENGLISH & ARABIC

Skills : CARING OLD

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:

Secondary Education/ High School Graduate

Year Graduated:

College level

Year Completed:

Course: BSSW

2011-2012

College Graduate

Year Graduated:

Course:

EMPLOYMENT RECORDS

Country: SAUDI ARABIA

Date of Employment From: 2010

Until: 2018

Job Position: D.H

No. of Person in the Employer's House:

5

Employer's Nationality: SAUDIAN

No of Child/Children of Employer: 3

Age/s: 33/17/10

Reason of Leaving:

finish my contract.

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?

I want to know their culture and most of all help my family.

What qualifications do you have as Domestic Worker? Cleaning, laundring and wash dishes.

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? My family and parents.

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^{the} House

What are your dreams and goals in life?

My dream and goals is to be a successful in a future. for my parents.

How long do you plan to live and work abroad?

As must I have or I achieve my goals to help my parents.

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?

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?

Talk to him/her parents about the attitude of their child, but for me I will discipline them in a right way.

Are you willing to take care an Elderly Person? YES

If YES, What Gender you Prefer? Male / Female

Do you have experience to look after an Elderly Person? YES

If YES, What is the age? 68

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? NO

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

What kind of food can you prepare?

Can you sew by hand? YES

Can you sew by machine? NO

How would you describe yourself? Hardworking and caring just for my family.

PERSONAL QUESTION 2

Do you have any medical history: Please marked (✓) if YES and (×) 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?.....; 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:.....**I promise I will do my job**.....

I will be a good and hardworking on my future employer.

I will take care their needs, Inshaallah I work more year

on them. 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

In newborn baby, you need to take care of him/her, feeding them, change their diaper and if they are sleepy.

CHILDCARE

You need to feed them, change their clothes and if they sleepy.

SPECIAL CHILD

ELDERLY CARE/ BEDRIDDEN / DISABLED PERSON

You need to feed him/her, change their clothes, taking a bath and most of all care him/her.

GENERAL HOUSEHOLD CHORES

Cleaning, laundry, wash the dishes and mop the floor.

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.

SURAINA Yusoff DUMA

(Full Name and Signature of the Applicant)