



# 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 : AMELLY

Middle Name : CAPILITAN

Sur Name : ALOJADO

Birth date : OCT 11, 1991

Age : 27

Gender : FEMALE

Nationality : FILIPINO

Passport Expiry date : MARCH 1, 2022

Religion : ROMAN CATHOLIC

Height : 169

Weight : 70

Marital Status : SINGLE

No of Children : 0 Age/s: 0

No of Brother/s: 1 No of Sister/s: 1

Your Position in the Family : ELDEST

Husband's Occupation : N/A

Father's Occupation : DRIVER

Mother's Occupation : MASSAGE THERAPIST

Language : ENGLISH, FILIPINO, ARABIC

Skills : CHILD CARE, PETS, COOKING

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:

College Graduate

Year Graduated: 2013

Course: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

## EMPLOYMENT RECORDS

Country: SAUDI ARABIA

Date of Employment From:

Until: 2019

Job Position: D. A

No. of Person in the Employer's House: 7

Employer's Nationality: MUSLIM

No of Child/Children of Employer: 1

Age/s: 16

Reason of Leaving:

FINISH 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?

TO EARN MONEY FOR MY FAMILY

What qualifications do you have as Domestic Worker? HARD WORKING AND A GOOD LISTENER

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

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?

DO THE HOUSEHOLD LIKE CLEANING AND COOKING

What are your dreams and goals in life?

TO HAVE MY OWN BUSINESS AND HOUSE

How long do you plan to live and work abroad?

YEAR'S AND WILLING TO RENEUE

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? 16 YEAR'S OLD

Can you take care of Infant? NO

Do you love working with Children? YES

If a Child is naughty and talks to you in a rude way, what would you do? I'LL TALK TO THE PARENTS FIRST BEFORE DOING OR TALKING TO THE CHILD

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? YES

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? ARABIC AND CHINESE

Can you sew by hand? YES Can you sew by machine? NO

How would you describe yourself? IM A KIND HEARTED AND A HARD WORKING

## 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? <sup>NO</sup>.....; If yes, what kind of operation/ surgery?.....

How long now since you undergo operation / surgery? <sup>NO</sup>.....; Do you think you are fully recovered?.....

Do you take any medication? <sup>NO</sup>.....; if yes, what medicine? .....

Do you have any allergies to food? <sup>YES</sup>.....; If yes, specify <sup>CRAB</sup>.....

Do you have any allergies for medicine? <sup>NO</sup>.....; If yes, specify:.....

Do you smoke cigarette? <sup>NO</sup>..... Do you drink alcohol? <sup>NO</sup>.....

Do you have friends or family here in Malaysia? <sup>YES</sup>.....; If yes, what is the job & which place in Malaysia? <sup>D.H</sup>.....

Are you willing to use your mobile phone during your Rest day only? <sup>NO</sup>.....

Are you willing to stay inside your employer house during your Rest day? <sup>YES</sup>.....

If necessary, will you work on your Rest day for extra income? <sup>NO</sup>.....

Can you promise not to use any personal belongings of your employer without permission? <sup>YES</sup>.....

Can you keep and secure the privacy of your employer and his family at all times? <sup>YES</sup>.....

What is your Message to your Future employer in Malaysia:.....

AS A PROMISE I WILL MAKE MY BEST TO WORK HARD AND  
FOLLOW ALL YOUR RULES IN THE HOUSE AND I WILL ALSO  
PROMISE TO MAKE YOUR HOME HAPPY AND COOK GOOD FOOD  
AND I PROMISE I WILL BE A GOOD LISTENER

## 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

TAKING CARE OF A BABY IS LIKE TAKING  
CARE OF YOURSELF

### CHILDCARE

TAKING A CHILD CARE IS LIKE TAKING CARE OF YOUR  
OWN BABY TAKE CARE WITH LOVE PLAY WITH THEM

### SPECIAL CHILD

SAME AS TAKING CARE OF A BABY BECAUSE SPECIAL CHILD  
HAS A BOTH ATTITUDE OF NEW BORN BABY

### ELDERLY CARE/ BEDRIDDEN / DISABLED PERSON

NO EXPERIENCE AND NOT WILLING

### GENERAL HOUSEHOLD CHORES

YOU WILL TAKE CARE OF THE HOUSE DO THE THINGS LIKE CLEANING  
AND COOKING AND THE ONE WHO WILL BE RESPONSIBLE IN THE HOUSE  
WHILE THE EMPLOYER IS OUT

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.

Amelly F. Alojado

(Full Name and Signature of the Applicant)