



Agensi Pekerjaan Danu Gemilang Sdn Bhd

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BIODATA



Reference No. : QS- 24188

Given Name : Lenife

Middle Name : Castro

Sur Name : Garcia

Birth date : 15- Mar - 1984

Age : 40

Gender : Female

Nationality : Filipino

Passport Expiry date : 7- Feb - 2032

Religion : Roman Catholic

Height : 144.8 cm

Weight : 64 kg

Marital Status : married

No of Children : 4 Age s: 24, 14, 9 & 3

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

Your Position in the Family : Eldest child

Husband's Occupation : Driver

Father's Occupation : Driver

Mother's Occupation : Housewife

Language : Tagalog , English

Skills : child care , household chores

Applying Job in : MALAYSIA

Expected Salary : 400 USD / 1000 RINGGIT



EDUCATION BACKGROUND

Please marked (✓) your Highest Educational attainment and fill up the year of completion	
<input checked="" type="checkbox"/> Elementary Graduate	Year Graduated: 1990 - 1997
<input checked="" type="checkbox"/> Secondary Education/ High School Graduate	Year Graduated: 1997 - 2000
<input type="checkbox"/> College level	Year Completed:
Course:	
<input type="checkbox"/> College Graduate	Year Graduated:
Course:	

EMPLOYMENT RECORDS

Country: Lebanon	Date of Employment From: Dec. 2014	Until: Dec. 2016
Job Position: Domestic helper	No. of Person in the Employer's House: 4	
Employer's Nationality: Lebanese	No of Child/Children of Employer: 2	Age/s: 6 & 11 yrs old
Reason of Leaving:	Finish contract	
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EMPLOYMENT RECORDS

Country: Singapore	Date of Employment From: Dec. 2017	Until: Feb. 2019
Job Position: Domestic Helper	No. of Person in the Employer's House: 4	
Employer's Nationality: Chinese	No of Child/Children of Employer: 2	Age/s: 2 mos. & 2 yrs old
Reason of Leaving:	my employer migrated to China	
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PERSONAL QUESTIONS

Why do you want to work as Domestic Worker in Malaysia?	To support my family in terms of financial. To have my own savings.
What qualifications do you have as Domestic Worker?	I can take care of children & can do household chores well.
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 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?	Do all household chores, respect my employers command.
What are your dreams and goals in life?	To have savings, to have my own house.
How long do you plan to live and work abroad?	As long as my employer need my services.
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?	3 mos, 2 yrs, 6 & 11 yrs. old
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?	I will tell the parents the behavior of their child and I will talk nicely to the kid.
Are you willing to take care an Elderly Person?	Yes
If YES, What Gender you Prefer? <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
Do you have experience to look after an Elderly Person?	NO
If YES, What is the age? What is the Gender? <input type="checkbox"/> Male <input type="checkbox"/> Female	
Are you willing to take care a Disable Person?	Yes
If YES, What Gender you Prefer? <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
Do you have experience to look after a Disable Person?	NO
If YES, What is the age? What is the Gender? <input type="checkbox"/> Male <input type="checkbox"/> Female	
Are you willing to take care a Special Child?	NO
If YES, What Gender you Prefer? <input type="checkbox"/> Male <input type="checkbox"/> Female	
Do you have experience to look after a Special Child?	NO
If YES, What is the age? What is the Gender? <input type="checkbox"/> Male <input type="checkbox"/> 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?	Chinese food, Filipino dishes
Can you sew by hand? Can you sew by machine?	Yes NO
How would you describe yourself?	I'm hardworking, can do household without the supervision of my employer, I'm loyal & trustworthy.

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 Asthina Hemorrhoids (Almoranas) Ovarian tumor Dizziness (malitulu)
 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? Yes If yes, what kind of operation / surgery? Caesarian

How long now since you undergo operation / surgery? 3 yrs ago Do you think you are fully recovered? Yes

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? NO

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 after working hours and during 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: Hello madam & Sir, Good day.

I would like to thank you for choosing me as your helper. I can say that I will do my job well. Follow your rules and regulations in the house. Hoping to meet you very soon.

Thank you and God bless.

JOB PREFERENCES:

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

<input checked="" type="checkbox"/> Care of Newborn baby	<input checked="" type="checkbox"/> Willing to work with Muslim family
<input checked="" type="checkbox"/> Childcare	<input checked="" type="checkbox"/> Willing to work with non Muslim family
<input checked="" type="checkbox"/> Elderly Care	<input checked="" type="checkbox"/> Willing to learn and do cooking
<input checked="" type="checkbox"/> Care of Special Child	<input checked="" type="checkbox"/> Laundry by hands for delicates clothes
<input type="checkbox"/> Care of Bedridden	<input checked="" type="checkbox"/> Gardening(watering flowers and plants)
<input checked="" type="checkbox"/> Disabled Person	
Care of Pet/s: <input checked="" type="checkbox"/> Dog <input checked="" type="checkbox"/> Cat	

BASED ON YOUR OWN OR WORK EXPERIENCES

Please write each categories based on your own experienced

NEWBORN BABY CARE I will bring the baby outside to expose morning sunlight, Give milk on time, change diaper, change clothes, bring the baby to sleep, monitor daily temperature.

CHILDCARE Prepare food and assist them while eating, help them taking a bath. and teach them proper hygiene. Bring them to school and prepare their things, help doing homeworks and play sometimes.

SPECIAL CHILD I don't have experience but willing to learn.

ELDERLY CARE/ BEDRIDDEN / DISABLED PERSON

I don't have experience but willing to learn.

GENERAL HOUSEHOLD CHORES Always keep the house clean, prepare Food & ^{cook} every meal. washing & ironing clothes, washing dishes after meal, taking care of children & do gardening

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.

Lenifé Garcia
 Lenifé Garcia

(Full Name and Signature of the Applicant)