



# Agensi Pekerjaan Danu Gemilang Sdn Bhd

Company Registration No. 200401014862 (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. : **DG-101**  
Given Name : **ROXAN**  
Middle Name : **JUAN**  
Surname : **NAING**  
Birth date : **06/30/1993**  
Age : **30**  
Gender : **FEMALE**  
Nationality : **FILIPINO**  
Passport Expiry date : **30 SEPT. 2029**  
Religion : **CATHOLIC**  
Height : **5'5**  
Weight : **60 kg.**  
Marital Status : **MARRIED**  
No of Children: **2** Age/s: **8 and 6 y/o**  
No of Brother/s: **8** No of Sister/s: **2**  
Your Position in the Family : **3RD.**  
Husband's Occupation : **Tricycle Driver**  
Father's Occupation : **Farmer**  
Mother's Occupation : **Housewife**  
Language : **Tagalog, English**  
Skills : **All around household**  
Applying Job in : **MALAYSIA** **Chores**  
Expected Salary : **USD 400.00**

If NO Rest Day Must Paid RM70 Per Off day

## 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: 2018

College level

Year Completed:

Course:

College Graduate

Year Graduated:

Course:

## EMPLOYMENT RECORDS

Country: SAUDI ARABIA Date of Employment From: 08/11/2021 Until: 08/11/2023

Job Position: DOMESTIC HELPER No. of Person in the Employer's House: 10

Employer's Nationality: ARAB No of Child/Children of Employer: 2 Age/s: 6 & 10 y/o

Reason of Leaving:

FINISHED 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 work in Malaysia so that I can provide the needs of my family.		
What qualifications do you have as Domestic Worker?	Hardworking, patient and kind		
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 PARENTS and siblings		
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?	As a Domestic Helper, I will do all the household chores assigned to me by my employer.		
What are your dreams and goals in life?	MY GOAL IS TO HAVE OUR OWN HOUSE AND FOR MY CHILDREN TO FINISH THEIR EDUCATION		
How long do you plan to live and work abroad?	AS LONG AS MY EMPLOYER NEEDS ME.		
Are you better with Household Chores, New born, Children, Elderly Care or Cooking?	HOUSEHOLD CHORES		
In your past experienced, what was the age of the Children you looked after?	6 and 10 years 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	WILL TO THEM IN A NICE WAY.		
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?	YES		
If YES, What is the age? <input type="checkbox"/> Male / <input checked="" type="checkbox"/> Female	72 year old		
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?	NONE		
If YES, What is the age? <input type="checkbox"/> Male / <input type="checkbox"/> Female	N/A		
Are you willing to take care a Special Child?	YES		
If YES, What Gender you Prefer? <input type="checkbox"/> Male / <input type="checkbox"/> Female	ANY		
Do you have experience to look after a Special Child?	NONE		
If YES, What is the age? <input type="checkbox"/> Male / <input type="checkbox"/> Female	N/A		
Are you a Good cook?	CAN COOK SIMPLE FOODS ONLY.		
Are you able to follow Recipes from a cook book?	YES		
What kind of food can you prepare?	FILIPINO FOODS		
Can you sew by hand? <input type="checkbox"/> Machine?	YES		
Can you sew by machine?	NO		
How would you describe yourself?	Hardworking, patient and kind		

## PERSONAL QUESTION 2

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

- Diabetes problem     High blood     Migraine     Anemia/low blood     Appendicitis     Heart  
 Caesarian (nahihilo)     Ulcer     Asthma     Hemorrhoids (Almoranas)     Ovarian tumor     Dizziness  
 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? NONE If yes, what kind of operation/ surgery? N/A

How long now since you undergo operation / surgery? N/A; Do you think you are fully recovered? N/A

Do you take any medication? NO; if yes, what medicine? N/A

Do you have any allergies to food? NONE; If yes, specify N/A

Do you have any allergies for medicine? NONE; If yes, specify: N/A

Do you smoke cigarette? NO Do you drink alcohol? NO

Do you have friends or family here in Malaysia? NONE yes, what is the job & which place in Malaysia? N/A

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: Dear Future Employer,

Please choose me as your housemaid. I am kind,  
hardworking and patient. I will follow your rules and  
instructions. and promise to finish my contract with you.  
Thank you and see you soon.

**JOB PREFERENCES:**

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

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

*Please write each categories based on your own experienced*

**NEWBORN BABY** Feeding milks, change diaper, change clothes take vitamins, gave all needs, and safety and cleanliness.

**CHILD CARE.** change clothes, prepare foods, take vitamins.

**SPECIAL CHILD:** No experienced in taking care of special child.

**GENERAL HOUSEHOLD CHORES:** Clean the house of my employer, cook and prepare some foods for them, washed their clothes, ironing and sweeping 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.

**ROXAN NAING**

(Full Name and Signature of the Applicant)