



AGENSI PEKERJAAN MAIDPRO SDN. BHD.

ZP-02-03A, Zest Point, Lebuhraya Bukit Jalil, BK9, Bandar Kinrara, 47180 Puchong, Selangor
Tel : 03-8080 8499 JTKSM 322B

BIO DATA

PERSONAL DATA 个人资料		CODE	2024 - 419
Name 姓名	SHIELA PELAEZ		
Age 年龄	39 YEARS OLD		
Date of Birth 出生日期	02-Sep-84		
Nationality 国籍	FILIPINO		
Religion 宗教	ROMAN CATHOLIC		
Education level 教育程度	COLLEGE UNDERGRADUATE (BUSINESS MANAGEMENT)		
Mobile No. 电话号码			
House Address 住家地址	PARAISO ZONE 1 PINA ORIENTAL MINDORO		
Height(cm) & Weight (kg) 身高 / 体重	5'4 / 68 KLOS		
Passport No & Date of Expiry 护照号 / 到期日期			
Marital Status 婚姻状态	MARRIED	No of children/Age 子女数量 / 岁数	3 (18,15,13) - HUSBAND AND 1ST BORN WILL TAKE CARE
FAMILY BACKGROUND 家庭背景			
Name of Husband 丈夫名字	MELCHOR PELAEZ	Husband Occupation 丈夫职业	MOTORCYCLE DRIVER
No of Bro/Sis&Age 兄弟姐妹 & 岁数	5 BRO (61,58,55,54,47) 1 SIS (64)	Your Position in Family 子女排行	YOUNGEST
Name of Father & Age 父亲名字 / 岁数	FELISIMO ENDUMA	Father Occupation 父亲职业	DECEASED
Name of Mother & Age 母亲名字 / 岁数	ERLINDA EDUMA	Mother Occupation 母亲职业	DECEASED
Emergency Contact Person 紧急联络人物	MELCHOR PELAEZ	Emergency Contact No 紧急联络号码	09859130311 / 09155844912
WORK EXPERIENCE 工作经验		JOB PREFERENCE 工作偏好 (RANK 1-5 ACCORDING TO YOUR PREFERENCE)	
Care of Baby 婴儿护理	YES - HOME AND WORK	4	
Care of Children 儿童护理	YES - HOME AND WORK	1	
Household Works 家务	YES - HOME AND WORK	3	
Care of Elderly 老人护理	YES - HOME (MOTHER)	2	
Care of Disabled 残疾人护理	YES - HOME (MOTHER)	5	
Cooking 烹饪	YES - FILIPINO / INDONESIAN	Not Applicable	
Afraid of Dog 怕狗	NO		
Exp in Housemaid 女佣经验	YES - PHILIPPINES / DILI TIMOR LESTE		
Spoken English 能操英语	3- FAIR		
EDUCATIONAL HISTORY 教育史			



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Educational Details	Name of School	From (Year)	To (Year)
Primary School	PILOT SCHOOL	1991	1997
Secondary School	IMACULLATE HEART OF MARY ACADEMY	1997	2001
Collage/University	FAR EASTERN UNIVERSITY	2001	2003
What degree did you graduated in?	(BUSINESS MANAGEMENT)		

EMPLOYMENT HISTORY 工作经历

Name of Employer :	Nationlity/Country :	Duration of Contract :
REYNALD F ENDUMA	FILIPINO / DILI TIMOR LESTE	2012 - 2018
Working Address :	DILI TIMOR LESTE/ INDONESIA	
No of Family Member Served :	Type of Residence :	Monthly Salary :
4 (4 YEARS OLD AND 8 MONTS)	BUNGALOW - 2 ROOMS , 2 CR, 1 SALA	600 USD
Duty Performed :	TAKE CARE OF 4 YEARS OLD GIRL AND 8 MONTHS BABY BOY	
Reason of Leaving :	NEED TO GO HOME AS MY MOTHER WAS BED RIDDEN, NEED SOMEONE TO TAKE CARE	

EMPLOYMENT HISTORY 工作经历

Name of Employer :	Nationlity/Country :	Duration of Contract :
FELICISIMO ENDUMA	FILIPINO/ PHILIPPINES	2018 - 2023
Working Address :	GREENWOODS / PHILIPPINES	
No of Family Member Served :	Type of Residence :	Monthly Salary :
		15,000.00
Duty Performed :	MILK TEA SHOP (CREW)	
Reason of Leaving :	SHOP CLOSED	

GENERAL INFORMATION 一般问题和答案 (YES OR NO)

Do you have any experience of taking care of pets? 你有养宠物的经验吗?	YES
Are you willing to work in a house where there are pets? 你愿意在有宠物的房子里工作吗?	YES
Are you willing to work without any day off during the whole duration of contract? 你愿意在整个合同期内不休息吗?	NO (2X / MONTH)



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Are you willing to work with Muslim family? 你愿意与穆斯林家庭一起工作吗?	YES
Are you willing to work with non-Muslim family? 愿意与非穆斯林家庭一起工作吗?	YES
Are you willing not to use mobile phone during working hour? 你愿意在工作时间不使用手机吗?	YES
Do you drink alcohol or smoke? 你喝酒或抽烟吗?	NO
Have you ever suffered from any serious illness? 你曾经患过什么大病吗?	NO
Will you be honest and loyal to your employer? 你会诚实和忠诚于你的雇主吗?	YES
Do you promise not to use the telephone/mobile without permission from your employer? 您是否承诺未经雇主许可不可使用电话/手机?	YES
Are you aware of 2 years Employment contract with your employer? 您是否知道与您的雇主签订的 2 年雇佣合同?	YES
When employer points out your mistaken, do you promise listen to your employer and correct your mistake without giving excuses? 当雇主指出你的错误时, 你是否保证你将听取雇主的意见并纠正错误?	YES
Do you promise not to bring /invite friends or relatives to the house of your employer without permission? 您是否承诺在未经允许的情况下不帶/邀请朋友或亲戚到您的雇主家中?	YES
Are your parent/husband allowed you to work as a Housemaid in Malaysia? 您的父母/丈夫是否允许您在马来西亚担任女佣?	YES
Are you ready to be separated from your family during your employment in Malaysia? 在马来西亚工作期间, 您准备好与家人分离了吗?	YES
Are you Physically and mentally ready to work as a Housemaid in Malaysia? 您在身心上准备好在马来西亚担任女佣吗?	YES

FUTURE PLANS 未来的计划

Why do you want to go and work overseas? 你为什么想去海外工作?

I WANT TO WORK IN OVERSEAS BECAUSE OF MY FAMILY, I WOULD LIKE TO FINISH THEIR SCHOOL

DECLARATION 宣言

I PELAEZ, SHIELA confirm that the information given on this form is, to the best of my knowledge, true and complete. I acknowledge that I have not withheld any material information which might preclude me from working overseas. I shall abide by the rules and regulations of Maidpro Sdn. Bhd., and the work conditions of my future Employer. I wish to testify that I want to go and work overseas as Domestic Helper. I further affirm that I shall, to the best of my abilities to complete my Two (2) years contract of Employment.

(Full Name and Signature of Applicant)