INNOVEDGE Group

Maid For You, Made Easy

Agensi Pekerjaan INNOVEDGE Sdn. Bhd. · Agensi Pekerjaan INTAN JAYA Sdn. Bhd. · Agensi Pekerjaan TC Resources Sdn. Bhd.



CODE: ES115

NAME: OKTA ARIA

CANDIDATE STATUS
- [x] First-timer
- [ ] Ex-abroad

NATIONALITY	DATE OF BIRTH	AGE	RELIGION	MARITAL STATUS
INDONESIA	29/08/1998	28	ISLAM	MARRIED

HEIGHT (CM)	WEIGHT (KG)	EDUCATION	PLACE OF ORIGIN	CURRENT LOCATION
159	69	SENIOR HIGH	PALEMBANG	BOGOR

Family Information

Husband/Live-in Status	Occupation
HUSBAND	BAKER
No. of Siblings	**Position in Family**
5	1
No. of Children	**Children's Ages**
1	4

Language Proficiency

	None	Basic	Good	Fluent
English		✔		
Bahasa Malaysia				✔
Mandarin	✔			
Arabic	✔			

Work Preference

RANK 1 TO 4 · 1 = MOST PREFERRED

- 1 Housework + children care
- 1 Housework + infants / toddlers care
- 1 Housework + elderly / disability care
- 2 Housework + bedridden care

Employment History

EMPLOYMENT 1

[x] Local [ ] Overseas — Completed Contract? [x] Yes [ ] No

COUNTRY: PALEMBANG

PERIOD (mm/yyyy to mm/yyyy): 02/2016 to 12/2018

TOTAL DURATION: 2 years 10 months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*: TERRACE

NO. OF PEOPLE IN THE HOUSE: 3 adults 1 children 2 maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- [x] Housework
- [ ] Newborn
- [x] Elderly
- [x] Cooking
- [x] Childcare
- [ ] Bedridden

MAIN DUTIES: TAKING CARE OF 6 Y/O, COOKING, GARDENING, CLEANING, TAKE CARE OF 70 Y/O ELDERLY (STROKE - PARTIAL)

EMPLOYMENT 2

[ ] Local [ ] Overseas — Completed Contract? [ ] Yes [ ] No

COUNTRY:

PERIOD (mm/yyyy to mm/yyyy): to

TOTAL DURATION: years months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*:

NO. OF PEOPLE IN THE HOUSE: adults children maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- [ ] Housework
- [ ] Newborn
- [ ] Elderly
- [ ] Cooking
- [ ] Childcare
- [ ] Bedridden

MAIN DUTIES:

EMPLOYMENT 3

[ ] Local [ ] Overseas — Completed Contract? [ ] Yes [ ] No

COUNTRY:

PERIOD (mm/yyyy to mm/yyyy): to

TOTAL DURATION: years months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*:

NO. OF PEOPLE IN THE HOUSE: adults children maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- [ ] Housework
- [ ] Newborn
- [ ] Elderly
- [ ] Cooking
- [ ] Childcare
- [ ] Bedridden

MAIN DUTIES:

EMPLOYMENT 4

☐ Local ☐ Overseas

Completed Contract? ☐ Yes ☐ No

COUNTRY

PERIOD (mm/yyyy to mm/yyyy)

to

TOTAL DURATION

years months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*

NO. OF PEOPLE IN THE HOUSE

adults children maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

☐ Housework ☐ Newborn ☐ Elderly
☐ Cooking ☐ Childcare ☐ Bedridden

MAIN DUTIES

EMPLOYMENT 5

☐ Local ☐ Overseas

Completed Contract? ☐ Yes ☐ No

COUNTRY

PERIOD (mm/yyyy to mm/yyyy)

to

TOTAL DURATION

years months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*

NO. OF PEOPLE IN THE HOUSE

adults children maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

☐ Housework ☐ Newborn ☐ Elderly
☐ Cooking ☐ Childcare ☐ Bedridden

MAIN DUTIES

Childcare Experience

TYPE / AGE GROUP	DUTIES PERFORMED		
✔ Newborn (0–12 mths)	✔ Sharing room with child	✔ Diaper changing	✔ Dressing up
✔ Toddler (1–3 yrs)	✔ Bottle feeding	✔ Bathing	✔ Homework guidance
✔ Preschool (3–6 yrs)	✔ Spoon feeding	✔ Hair care/tying hair	✔ Night care
✔ School-age (6–12 yrs)	✔ Milk preparation	✔ School preparation	✔ Play /activities

Elderly & Disability Care Experience

TYPE / AGE GROUP	DUTIES PERFORMED		
✔ Elderly companionship	✔ Sharing room with elderly	☐ Bathing	✔ Meal preparation
✔ Limited mobility	✔ Mobility assistance	✔ Dressing up	✔ Toileting help
☐ Dementia	✔ Transfer assistance	✔ Medication reminders	✔ Exercise/Walking
✔ Disable	✔ Feeding assistance	☐ Insulin injection	☐ Bedridden care

Cooking

Do you cook in your country?	✔ Yes ☐ No	What types of food can you cook?	☐ Filipino ✔ Chinese ☐ Western ✔ Indonesian ☐ Arabic ☐ Malay ☐ Indian ☐ Others:
Willing to cook for the members of your employer's household?	✔ Yes ☐ No		
Willing to handle and cook pork?	✔ Yes ☐ No	Any dietary restrictions?	☐ None ✔ No pork ☐ No beef ☐ Vegetarian ☐ Others:
How much do you like cooking?	✔ Very much ☐ Average ☐ Not much		

Pet Care

Are you a pet lover?	✔ Yes ☐ No	Pet tasks willing to do:	✔ Feeding ✔ Bathing / grooming ✔ Walking ✔ Cleaning waste / litter box
Comfortable caring for cats?	✔ Yes ☐ No		
Comfortable caring for dogs?	✔ Yes ☐ No	Are you afraid of dogs?	✔ No ☐ Yes, all dogs ☐ Big dogs only
Any allergy to animal fur?	☐ Yes ✔ No		

Specific Work Willingness

	WILLINGNESS		WILLINGNESS		WILLINGNESS	
Cleaning	☑ Yes	☐ No	Newborn Care	☑ Yes	Elderly Care	☑ Yes
Laundry	☑ Yes	☐ No	Infant/Toddler Care	☑ Yes	Bedridden Care	☑ Yes
Ironing	☑ Yes	☐ No	Childcare	☑ Yes	Disability Care	☑ Yes
Cooking	☑ Yes	☐ No	Special Child Care	☑ Yes	Dog Care	☑ Yes
Handwash	☑ Yes	☐ No	Plant Watering	☑ Yes	Cat Care	☑ Yes

Day-Off and Cellphone Usage

DAY-OFF			CELLPHONE		
Work on rest day for extra pay?	☑ Yes	☐ No	Follow employer's phone rules?	☑ Yes	☐ No
Willing to stay home on rest day?	☑ Yes	☐ No	Use phone after work hours only?	☑ Yes	☐ No
			Use social media responsibly?	☑ Yes	☐ No
			Respect employer's privacy?	☑ Yes	☐ No

Work and Personal Readiness

Willing to complete the full 2-year contract?	☑ Yes	☐ No
Does your family support your decision to work overseas?	☑ Yes	☐ No
Prepared to live away from your family for minimum 2 years?	☑ Yes	☐ No
Have you lived away from your family before?	☐ Yes	☑ No
Comfortable working for a family of a different religion?	☑ Yes	☐ No
Comfortable working with different religious practices?	☑ Yes	☐ No
Comfortable adjusting religious activities to work schedule?	☑ Yes	☐ No

Who will care for your children while you are away? (if applicable)

HUSBAND & IN-LAWS

What will you do when you feel homesick?

CALL FAMILY WHEN POSSIBLE

Skills & Interests

SPECIAL SKILLS

HOBBIES / INTERESTS

What do you want to tell your future employer?



MAY MY EMPLOYER LIKE MY WORK &

MY PERSONALITY

Additional Photos







