



# ANN CYRYLL GONZALES RIGO

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📞 09668920658

📍 TS CRUZ SUBDIVISION LOT 14 AGUINALDO ST BRGY SAN AGUSTIN NOVALICHES QC



## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hardwork and trust me with responsibilities and challenges.



## PERSONAL DETAILS

Date of Birth : 25/06/2002

Marital Status : Single

Nationality : Filipino

Height : 5'3

Weight : 50kgs



## SKILLS

Problem Solving

Decision Making

Computer literate



## REFERENCE

**Editha Macawile - "Jose Maria Panganiban Senior High School"**

School level chairman

**Evangeline Monteverde - "Jose Maria panganiban senior high school"**

Guidance coordinator



## EXPERIENCE

*Oct 16 2022 - Jan 31 2023*

**LZM KITCHEN NOVALICHES**  
CASHIER  
Vilillia village kalapati st. Brgy talipapa novaliches qc



## EDUCATION

*2015-2018*

**Doña Rosario High School**

*2018-2019*

**Our Lady Of Fatima University**  
Accountancy Business Management

*2020-2021*

**Jose Maria Panganiban Senior High School**  
Accountancy Business Management

## COVER LETTER

I have seen that you are in need of a Virtual Assistant (VA) in Data Entry/ Customer Support/ Email Support . I would like to apply for the post just in case you still need more VAS. Even though i do not have any experience yet in this field i am confident with my skills and what i can contribute to your company

Skill Set

Online Researcher

Email Support

Chat Support

Data Entry

Customer Service

Excel

Microsoft

Typing

Copying

I will gladly accept your decision. God bless!

Kindly Regard,

Ann Cyryll Rigo