

HERMOSA C. RICO

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Hamdam street, Abu Dhabi UAE



### **CAREER OBJECTIVE:**

Interned to build a career with leading corporate of Hi-Tech Environment with committed and dedicated people, which will help me to explore myself fully and realize my potential, willing to work as key player in challenging and creative environment. To make use the technical skills garnered by me with the at most commitment and sincerity, to continually learn and broaden my skills and eventually work towards the progress of the company.

### **PERSONAL DATA:**

- Date of Birth ..... July 10, 1991
- Age: ..... 28 y/o
- Gender: ..... Female
- Nationality: ..... Filipino
- Civil status: ..... Single
- Height: ..... 5'3
- Religion: ..... Roman Catholic
- Passport #: ..... P1255227B

### **RELEVANTS SKILL:**

- Documentation
- Typing and transcription
- Known Office: Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Very determined to pursue every goal and objective
- Fast learner can easily adopt to changes
- Dedicated Team player

### **PROFESSIONAL EXPERIENCE:**

#### **Shin-etsu Magnetic (Philippines)**

- Laguna Techno Park Sta Rosa Laguna
- Production Operator
- Year - (from ,au 2011 to January 2011)

#### **Uniliver**

- 10<sup>th</sup> Avenue Caloocan City Metro Manila
- Sales promoters
- Year - (from March 2013 to March 2015)



### **Nissan Philippines**

- Brgy Don Jose Sta Rosa Lagune
- Sales Agent
- Year - (from July 2017 to November 2018)



### **Lulu International Group**

- Sales Agent
- Year - (From December to Present)

## **ACADEMIC QUALIFICATION:**



**Tertiary (2012 – undergrad ----- Trimex Computer School**



**Secondary (2008 - 2009) ----- Pulong Sta. Cruz National High School, Santa Rosa City Laguna Philippines**



**Primary (2003 - 2004) ----- Pulong Sta Cruz Elementary School, Santa Rosa City Laguna, Philippines**

## **LANGUAGES:**

- Tagalog: Mother tongue
- English: good command and written and spoken

## **PROFESSIONAL SKILLS & ABILITIES**

- Strong interpersonal skills and leadership qualities
- Proven organization / time-management abilities
- Able to work with minimal supervision or in team environment
- Hard working, reliable, self-motivated, quick learner and conscientious
- to handle variety of task & responsibilities simultaneous and efficiently as assigned.
- Have excellent strategic and creative thinking skills
- Highly flexible, adaptable and ability to manage multiple properties

## **DECLARATION:**

I hereby declare the entire above mentioned particular are true and correct in my best ok knowledge and belief

**Hermosa C. Rico**  
**Applicant**

*Dear Ma'am / Sir,*

*I am writing to express my interest in applying for a possible employment opportunity in your prestigious company. I would like to take this opportunity to introduce myself in submit my application for any vacant position in your esteemed organization. I am confident and willing to accept any challenging job. My inherent initiative and confidence helps me to complete the given task within the minimum time required. In both work in leisure pursuit, I can easily get along with a wide variety of people, to adapt effectively to different situation in to work efficiently towards set goals. Please find enclosed my curriculum vitae for your perusal.*

*I am interested to work in your esteemed company and shall welcome the chance to interview me anytime at your convenience. I will be available on my mobile number +971562122787. Thank you and looking forward to hear from you.*

**Respectfully yours,**

**Hermosa C. Rico**