

## **Racefer S. Martin**

Al Nabba Street, Rolla, Sharjah

[racefermartin@gmail.com](mailto:racefermartin@gmail.com)

056-633-1396



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### **JOB OBJECTIVE**

A hard working and organized individual with 2 years experience in reception and administration. Possess extensive communication skills, great teamwork and significant ability to work and perform under pressure.

### **SKILLS**

- Good interpersonal skills
- Accurate, well organized, flexible
- Computer skills
- Self-Motivation

### **Personal Information**

Birth Date: July 14, 1992

Status: Single

Nationality: Filipino

Visa Status: Cancelled Visa

Language Spoken: Tagalog and English

### **WORK EXPERIENCE**

**Al Sahil Al Arabi Auto Maint.**

**Industrial 17, Sharjah, UAE**

**Oct 2021-Nov 2023**

### **RECEPTIONIST**

- Handle all incoming / outgoing call and transfer to the concern persons.
- Provide general office/administrative duties such as photocopying, scanning, filling, data entry, etc.
- Update all workers attendance record in ERP System.
- Handling all incoming / outgoing documents, courier and distribute to concern employees.
- Answer customer's queries and concerns in a polite & professional manner
- Provide general support to customers
- Maintained and ordered office supplies
- Assisting to prepare the reports and other documents
- Maintains safe and clean reception area by complying with procedures rules and regulation

**Bustan Al Rolla Trading Center**  
**Rolla,Sharjah (2020-2021)**

**CASHIER**

- Received payment by cash, credit cards and vouchers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that thereis adequate change.
- Compute and record all transactions
- Display a friendly, courteous and helpful attitude at all times to customer vendors and fellow employees.

**Princess Melissa Mae Construction Supply**  
**Isabela Philippines (2014-2020)**

**CASHIER**

- Received payment by cash, credit cards and vouchers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that thereis adequate change.

**Internship**

**WESTER UNION (USSC)**  
**ROXAS BRANCH**  
**2013**

Isabela Philippines

**Educational Attainment**

Isabela State University  
Roxas, Isabela  
Bachelor of Science in Information Technology  
**2010-2013**

I hereby certify that the above information is true and correct to the best of my knowledge and ability.



Racefer S. Martin  
Applicant