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Al Nabba Street, Rolla
Sharjah, United Arab Emirates

PERSONAL INFORMATION

Name : Racefer S. Martin
Gender : Female
Nationality : Philippines
Date of Birth : 14/07/1992
Marital Status : Single
Passport No : P7022874B
Visa Status : Visit Visa

LANGUAGES KNOWN

- English
- Tagalog
- Hindi

SKILLS & ABILITIES

- Excellent communication skills.
- Customer service.
- Multitasking and prioritizing.
- Dependability.
- Familiarity with Microsoft Office.
- Problem-solving.
- Ability to work under pressure.
- Attention to detail.

RACEFER S. MARTIN

RECEPTIONIST | CASHIER

CAREER OBJECTIVES

Dedicated professional with experience in both receptionist and cashier roles. Skilled in providing excellent customer service, whether greeting visitors or processing transactions. Possesses strong communication and organizational abilities, with a friendly demeanor and a commitment to efficiency. Capable of handling multiple responsibilities with attention to detail and a positive attitude. Seeking to utilize my skills and contribute to a dynamic team in a receptionist and cashier capacity.

WORK EXPERIENCE

AL SAHIL AL ARABI AUTO MAINT. Industrial area 17, Sharjah

Designation : Receptionist

Duration : Oct 2021 to Nov 2023.

- Greeting visitors in a friendly and professional manner.
- Manage incoming calls, routing them to the appropriate person or department and taking messages when necessary.
- Respond to inquiries from visitors, callers, and email correspondences, providing information or directing them to the appropriate resources.
- Assist with various administrative tasks such as typing, filing, photocopying, and data entry to support the smooth operation of the office.

BUSTAN AL ROLLA TRADING CENTER. Rolla, Sharjah

Designation : Cashier

Duration : 2020 to 2021.

- Proficient in cash handling procedures and POS systems.
- Strong customer service orientation with a focus on customer satisfaction.
- Excellent communication and interpersonal skills.
- Ability to maintain composure under pressure.
- Organized and detail-oriented approach to tasks.
- Proficient in administrative tasks such as appointment scheduling and record keeping.
- Familiarity with basic office software (e.g., Microsoft Office Suite)

EDUCATIONAL QUALIFICATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Isbela State University, Roxas, Isabela, 2010 - 2013

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and can be substantiated with relevant documents if required.

- RACEFER S. MARTIN