



RACQUEL MENDOZA

FRONT LINE TELLER / CLERK

CONTACT

+971 56 204 4049

racnonlesmendoza0304@gmail.com

Al Rigga , Deira, Dubai, UAE

EDUCATION

2007-2011
AMA COMPUTER LEARNING
CENTRE COLLEGE(ACLC)

- Multimedia Technology Course

2002-2006
SAN RAFAEL NATIONAL
TRADE SCHOOL

- High School Diploma

SKILLS

- Computer Literacy
- Microsoft office & Adobe Photoshop
- Effective Communication (oral and written)
- Time Management
- Critical Thinking
- Adaptability

LANGUAGES

- English (Fluent)
- Filipino

PROFILE

Detail-oriented clerk with extensive experience in administrative support, data entry, and customer service. Skilled in managing records, processing transactions, and ensuring smooth office operations. My background in handling correspondence, coordinating schedule, and assisting with inventory management equips me to enhance efficiency and contribute to team success in a fast-paced environment.

WORK EXPERIENCE

- Twin K Pawnshop** FEBRUARY 2013-
(Western Union Transfer) MARCH 2024
Frontline Teller / Clerk
 - Ensure that all transactions are correctly recorded to prevent discrepancies.
 - Processed customer, cashing checks, and money orders, requiring precision and attention to detail.
 - Issuing money orders or cashier's checks
 - Ensuring paperwork is properly completed
 - Balancing cash drawer before and after shifts
- Legacy Pawnshop** August 2010 -
(Western Union Transfer) November 2010
Frontline Teller / Clerk
 - Ensure that all transactions are correctly recorded to prevent discrepancies.
 - Ensuring paperwork is properly completed
 - Balancing cash drawer before and after shifts

SEMINAR AND TRAININGS

- Anti-Money Laundering Law**
Bangko Sentral ng Pilipinas - 2018
- Briefing on Pawnshop Regulations**
Bangko Sentral ng Pilipinas - 2018
- FLA Refresher & AML Training**
Western Union DA 5 - 2018, 2016, 2015

REFERENCE

Mrs. Elenita R Mendoza

Twin K Pawnshop and Jewelry,
PhilippinesManager

Email: elenita.mendoza@gmail.com

Mrs. Presciosa M. Sabio

Legacy Pawnshop, Philippines,
Owner

Email: presciosasabio@gmail.com