

HONEY GRACE RETALES



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OBJECTIVES

To apply my diverse experience in sales, merchandising, production, and administrative roles to contribute to organizational growth and customer satisfaction. I aim to utilize my skills in client relations, product promotion, and efficient operations to drive sales and ensure smooth workflow. I am dedicated to delivering quality service and exceeding performance expectations.

EDUCATION

Bachelor of Science in Information Technology

Eastern Samar Stated University
2016 - 2018 (Undergraduate)

WORK EXPERIENCE

PROMOTER / MERCHANDISER

July 2024 - Present

Transmed Food Preparation LLLC

- Assisted customers in locating products, answering inquiries, and providing helpful recommendations.
- Restocked shelves, organized displays, and ensured products were correctly arranged and labeled.
- Processed cash and card transactions accurately at the checkout counter.
- Promoted special offers and informed customers about ongoing sales and discounts.

SALES REPRESENTATIVE

July 2020 – July 2024

Carrefour - Majid Al Futtaim Hypermarket
UAE

- Assisted customers in locating products, answering inquiries, and providing helpful recommendations.
- Restocked shelves, organized displays, and ensured products were correctly arranged and labeled.
- Processed cash and card transactions accurately at the checkout counter.
- Promoted special offers and informed customers about ongoing sales and discounts.

SALES PROMOTER

June 2019 – June 2020

LG Corporation
UAE

- Promoted and demonstrated LG products to attract and engage potential customers.
- Assisted customers in selecting the best products by understanding their preferences and needs.
- Answered inquiries and provided detailed information about product features and benefits.
- Contributed to meeting sales goals by encouraging purchases and upselling when possible.

ADMINISTRATIVE ASSISTANT

August 2017 – December 2018

AYS Management Solution Services
Philippines

- Helped customers choose products, offering recommendations and answering questions.
- Kept the store organized by restocking shelves, arranging displays, and maintaining cleanliness.
- Processed transactions accurately and operated the cash register for smooth checkouts.
- Shared information on promotions, new arrivals, and special offers to boost sales and customer satisfaction.

SALES ASSOCIATE

January 2016 – January 2017

Demopower

Philippines

- Answered and directed phone calls, scheduled appointments, and managed calendars.
- Organized, maintained, and updated office files and important documents.
- Assisted with daily office operations, errands, and clerical tasks to ensure smooth workflow.
- Helped prepare reports, managed office supplies, and supported staff with administrative tasks.

PRODUCTION OPERATOR

June 2015 – December 2015

Samsung Electro-Mechanics Corporation

Philippines

- Operated and maintained production equipment to ensure smooth operations and reduce downtime.
- Inspected products for quality, accuracy, and compliance with company standards.
- Assisted in setting up production lines, adjusting machinery, and ensuring proper operation.
- Monitored production processes, identifying and resolving issues to maintain productivity.

PRODUCTION OPERATOR

June 2014 – December 2014

AM Euro-Pharma Corporation

Philippines

- Operated machinery to produce pharmaceutical products, ensuring efficient production flow.
- Monitored the production process to ensure all products met quality standards.
- Conducted basic maintenance and troubleshooting to prevent equipment downtime.
- Assisted in packing, labeling, and preparing products for shipment.

SERVICE CREW (COUNTER)

July 2013 – January 2014

Jollibee Foods Corporation

Philippines

- Greeted and assisted customers in a friendly, professional manner for a positive dining experience.
- Took accurate orders and communicated them to the kitchen for timely food preparation.
- Served food and beverages promptly, ensuring all orders were correct and met expectations.
- Maintained a clean and organized counter area to provide a welcoming environment for customers.

SKILLS

- Product promotion sales techniques
- Merchandising display management
- Electrical maintenance repair knowledge
- Equipment operation production processes
- Administrative tasks office management
- Customer service client interaction
- Inventory control stock monitoring
- Strong communication interpersonal skills
- Time management multitasking ability
- Team collaboration coordination skills
- Problem-solving critical thinking
- Adaptability flexibility under pressure
- Attention to detail accuracy
- Customer-focused service mindset