



# Honey Lou C. Eslao

## Contact

### Phone

+971568370191

### Email

honeyloueslao123@gmail.com

### Address

Al Nahda, Sharjah. U.A.E

## Visa Status

Husband Visa

## Nationality

Filipino

## Age

43 years old

## Education

Graduate of Bachelor of  
Science in Business

Administration Major in  
Marketing

## School Name

Aquinas University of Legazpi  
June 2016- April 2001

## Online Training with Certificate

- Digital Marketing
- Creating a Positive Customer Experience
- The Language of Sale
- Stocking
- Selling Strategies and Interacting with Customers

## Resume Objective

A result-oriented and ambitious person with expertise in a variety of customer service-focused settings. I'm able to multitask and have effective communication skills. Very detail oriented, and organized. Highly skilled in providing information regarding the products and services of the company.

## Work Experience

### Retail Shop Assistant (temporary)

August 1, 2004 – September 7, 2024 (1 month and 1 week)

#### **Stitches Uniform (Uniform Top Manufacturer and Supplier)** *(Dubai, United Arab Emirates)*

- Assist and help the customer in finding uniform by size and age.
- Explain the alteration and customize service to the customer.
- Processing customer orders and payments through cash and card using POS system.
- Arranging and labelling goods in the display shelves.
- Addressing customer complaints and enquiries in a timely manner.
- Maintain all stocks and inventory to ensure items are placed back correct location.

### Owner/Manager

March 2016 – June 2024 (8 Years)

#### **Honrich Mini Grocery Store – Philippines**

- Processing customer orders and payments.
- Supervising the stocks to assure it is full and check for any damages and expiration.
- Manage and assist in store displays and ensuring that products are accurately labelled.
- Ordering out-of-stock products and doing physical inventory.

### Customer Service Representative on Wedding Dress

April 2015 - February 2016 (10 Months)

#### **Rahmanian Fashion – Sharjah, United Arab Emirates**

- Assist and recommend the customer in finding suited gown for them.
- Processing customer orders and payments.
- Explain services provided by the alterations department to the customer and how alterations can play an important role in enhancing the dress for the event, as needed.
- Doing daily and quarterly Sales Report using Microsoft Office
- Doing physical inventory.

### Owner/Manager

August 2008 to February 2015 (7 Years)

#### **Honrich Mini Grocery Store – Philippines**

### **Cashier**

**January 2007 - July 2008 (1 Year 6 Months)**

#### **Western Marketing Corporation- Philippines**

***(Kitchen and Electronic Appliances)***

- Operate cash register and receives payment from customer, cash, credit card, automatic debits and check using POS system.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Communicate all merchandise needs or issues to appropriate supervisors.
- Processed merchandise returns and exchanges.
- Helps in resolving customer complaints in a manner consistent with company policy and with customer satisfaction in mind.

### **Shop Assistant**

**February 2004- December 2006 (2 Years and 10 months)**

#### **Honrich Mini Grocery Store – Philippine**

- Processing customer orders and payments.
- Ensuring the store is clean, safe and in order.
- Stocking and replacing products to avoid any damages.
- Keeping shelves fully with fresh products.
- Preparing store displays and ensuring that products are accurately labelled.
- Ordering out-of-stock products and doing physical inventory.

### **Cashier**

**September 2003 - December 2003 (3 Months) (Part Time Basis)**

#### **Shoe Mart -Philippines**

**(Retail Company)**

- Ensure each customer receives outstanding service.
- Maintain awareness of all promotions and advertisements.
- Operate cash register and receives payment from customer in cash, credit card, automatic debits and check using POS system.
- Maintain orderly appearance of register area and supplies stocked.
- Perform other tasks as assigned from time to time by store management.

### **Sales Clerk**

**September 2002 - March 2003 (6 Months)**

#### **National Bookstore- Philippines**

- Asking customers about their needs and helping them in making purchases.
- Escorting customers to the appropriate aisle or shelf in order to assist with purchasing decision.
- Maintain orderly appearance of the merchandise.