

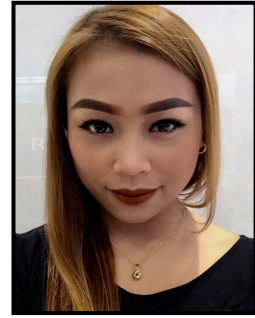
BEAUTY ADVISOR

HONEY MAE NAVARRO

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Address : Airport Road, Abu Dhabi



OBJECTIVE

- Highly motivated customer service professional with more than seven (7) years interface experience. Passionate about helping others positive and at ease. Experience enables to customize each individual interaction while remaining up best and positive.
- Possess the excellent communication skills with the ability to interface professionally with customers and colleagues alike.
- Highly self-motivated learner with proven interest in new and innovative cosmetic technologies and advances.

PERSONAL DETAILS

Date of Birth : 07 December 1988

Nationality : Filipino

Gender : Female

Marital Status : Single

Religion : Roman Catholic

Language : Tagalog and English

WORK EXPERIENCE

BEAUTY ADVISOR

Period : May 2016 to Present

Company : Mohamed Sadeq Ruyan General Trading

Position : Beauty Advisor(Gosh Cosmetics)

Location : Abu Dhabi, UAE

DUTIES AND RESPONSIBILITIES

- Provide clients with the exceptional customer service and care during my beauty adviser experience.

- Answered customer's questions and made nervous customers feel comfortable and relaxed.
- Sold customers as many appropriate products as possible.
- Ask customers about any skin allergies and made them aware of any products they should be avoided
- Met or exceeded specified goals.
- Made follow up phone calls to customers and verified that they were satisfied with the products they purchased.

BEAUTY ADVISOR

Period : **January 2012 to December 2015**
Company : **Ever Bilena Cosmetics**
Position : **Beauty Advisor**
Location : **Cebu City, Philippines**

DUTIES AND RESPONSIBILITIES

- Maintaining and cultivating meaningful professional relationships with existing customers.
- Greeting and assisting customers as they arrive at the establishment.
- Providing clients with information on products of choice and demonstrating features.
- Checking quantities of items on the shelves and ensuring that shelves are stocked properly.
- Ensuring cleanliness and tidiness of shelves and other displays.
- Assisting customers in making purchase decisions and making sure that the payment procedures are expedite.
- Providing customers with information regarding after sales services and warranties.
- Informing customers of product promotions on the sales floor with an aim to boost sales.
- Acting as a representative of the company at trade shows and exhibitions.
- Indulging in sales training activities.
- Resolving customer's complaints by forwarding issues to superiors.

EDUCATION

Abellana National High School
Osmena Boulevard, Cebu City

Since Year 2004

SEMINARS AND TRAININGS

- Gosh Copenhagen Training – Year 2017
- Gosh Copenhagen Training – Year 2018

ACHIEVEMENT

- Best Employee of the Month – February 2018

KEY SKILLS AND KNOWLEGDE

- Outstanding Customer Service Skills
- Ability to Follow Instructions and Fulfill Orders Rapidly
- Able to Work Efficiently in a team
- Optimistic
- Competitive
- Possess High Level of Accuracy and attention to Details
- Ability to take responsibility and be accountable
- Flexibility, adaptability and the willingness to learn new skills
- Can demonstrate and represent the product with confidence in staff and customers
- Strong desire to please clients and amazing ability to deliver top customer service by asking relevant questions and carefully listening to answer.