



ALONA A. GREGORIO

Address: Salah Aldin Deira, Dubai

Contact No: +971-566883154 | **Whatsapp:** +971 54 352 8458

Email: ellis.queenie@ymail.com

PROFESSIONAL SUMMARY

- Motivated and detail oriented Jewelry Associate/ Sr. Sales Associate with almost 15+ years of experience in sales industry and exceptional customer service skills. Knowledgeable about the product merchandising and register payment processing.
- Professional in MS Office & Excel software expertise in resolving wide range of product & service issues speedily & satisfactory.
- Train & mentoring team member to promote culture of collaboration & continuous improvement.

SKILLS

- Leadership
- Familiar with Navision, oracle application
- KPI Management and report analysis
- Decision making and problem solving
- Team work
- Customer Oriented
- Time Management

EXPERIENCE

Position: Jewelry Sales Associate

Company: Amina Jewellers L.L.C, Dubai, UAE

Duration: May 6, 2023 Up to July 5, 2024

- Purchase gold/ jewelry collections for store.
- Displaying merchandise and promoting materials.
- Greeting and advising customers on quality and trends of jewelry.
- Preparing bills, providing warranty certificate, wrapping merchandise, making invoices, and collecting payment.
- Checked inventory and provided suggestions on stocking certain items to the Store Manager.
- Facebook live presentation.
- Marketing on Whatsapp, send SMS and call clients.

Position: Senior Sales Associate

Company: Beverly Hills Polo Club Apparel Group, Dubai, UAE

Duration: Dec 2006 to November 2022

- Fulfilled all management responsibilities in absence of manager.
- Analyzing customer behavior and adjust product positioning accordingly
- Setup store layout as brand guidelines, changing graphics and dressing mannequins
- Successfully completed Apparel managers program training with high merits
- Consistent performance throughout, attained DSES mystery shoppers achieving 98% and 95%.

Position: Department Head in Cosmetics

Company: Plaza Fair, Makati, Philippines

Duration: Dec 2004 up to May 2005

- Responsible for daily activities of merchandiser, promo and display, merchandise.
- Coordinate with the store manager on solution to a problem
- Preparing end of the day sales report and fill adjustment

Position: Cashier

Company: Health and Beauty INC, Philippines

Duration: Nov 2004 up to Apr 2001

- Manage transaction with customers using cash registers
- Scan goods and ensure pricing is accurate
- Responsible for counting the contents of the register drawer at the end of the shift

Position: Sales Associate

Company: Rustans Commercial Corp., Philippines

Duration: Oct 1995- Mar 1996

- Responsible for checking supplies and reporting when stock is low
- Keeping the store clean and presentable for trading
- Accepting stock deliveries and processing them accordingly

EDUCATION

- 1991-1997- Bachelor of Science in Foreign Service –Graduate, LYCEUM of the Philippines
- 1987-1991- Arellano University (High School)
- 1981-1987- Bacoar Parish School (Elementary)

PERSONAL INFORMATION

- Date of Birth: 14 December 1974
- Nationality: Philippines
- Civil Status: Married
- Language: English and Filipino

SEMINAR AND WORKSHOP

- 2016- Apparel Managers Program Certificate (AMP)

REFERENCES

- Name : **Mumtaz Khan**
- Position : Manager
- Company : Beverly Hills Polo Club
- Address : Apparel Group, Al Ghurair Center, Dubai
- Contact No : +971-543538427