



Honey Grace Pacris

Office Staff/Secretary/File Clerk/Administrative
Officer/Accounting Staff/Inventory Associate

+971 562462820
pacreshoney@gmail.com
Gift Land Bldg. 404 Backside
Hamdan Center, Abudhabi, UAE

PERSONAL INFO.

Date of Birth : 23,Jun,1998
Gender : Female
Marital Status: Unmarried
Nationality : Filipino
Passport No. : P5279504B

OBJECTIVE

Hard working individual looking for a new professional challenge in a corporate environment. Bringing my excellent typing skills, knowledge of filing procedures, and a strong desire to succeed at your organisation.

SKILLS

- Computer Literacy
- Cash handling
- Inventory Management
- Customer Service Excellence
- Adaptability and Flexibility

EDUCATION

NDC Foundation Inc.- Apokon, Philippines, Earner-Bachelor of Science in Secondary Education major in Social Studies

Aug,2021 - Jan,2022

Kolehiyo ng Pantukan, Philippines, Bachelor of Science in Business Administration major in Marketing Management

Jun,2015 - Apr,2019

EXPERIENCE

Motorjoy Depot Inc.-Philippines, Cash Custodian

Sep,2024 - Feb,2025

Responsible and accountable for the monitoring and safe keeping of all accountable forms such as case receipt, collection, registration fund and collection for timely reports and input to system.

Motorjoy Depot Inc.-Philippines, Parts Custodian

Mar,2020 - Aug,2024

Responsible and accountable for supporting the day to day retails sales activity with the aim of promoting the sales of spareparts products and services.

Motorjoy Depot Inc.-Philippines, Branch Secretary

Aug,2019 - Mar,2020

Responsible and accountable for safe keeping stocks

- Time Management
- Integrity

LANGUAGES

- English
- Tagalog

INTERESTS

- Volleyball
- Gardening
- Book Reading
- Watching Daily News

REFERENCES

Robelyn Castilla

FCY/UCO
+971 564631783
castillarobelyn98@gmail.com

in the branch records inventory movement and issues corresponding receiving report, to wit: sales invoice, delivery receipt, receiving reports, cash invoice and the like.

CERTIFICATIONS

-  **Professional Regulation Commission-Philippines**, License Professional Teacher
2023
-  **Yamaha Motor Philippines Inc.**, Yamaha Parts & Accessories Academy-Silver Level
2022
-  **Yamaha Motor Philippines Inc.**, Yamaha Parts & Accessories Academy-Bronze Level
2021

ACHIEVEMENTS

Certificate of Recognition of 5 years-loyalty

This was awarded to me in grateful appreciation of my five years in quality service and loyalty to the company