Richelyn

[Richelyn.331483@2freemail.com](mailto:Richelyn.331483@2freemail.com)

To: HR Manager

Application for the position of **Tour Operator/Consultant/Reservation/Operation**

I would greatly appreciate it if you would consider my application for any suitable vacancy within your esteemed organization.

It would be an honour for me to work for your company as I know that my easygoing yet professional personality would be an asset to your company.

I assure you that through my dedication, commitment and experience I can generate outstanding work and contribute to your company. My enclosed Curriculum Vitae will give you a detailed description of my qualifications and previous work experience.

I would be most grateful if you would give me the opportunity to meet with you in the hope of serving your company and increasing my knowledge of Travel work related.

I appreciate your time and consideration to review my credentials. Please contact me to discuss how a mutually beneficial relationship might be developed.

Yours sincerely,









OBJECTIVE

Obtain a respective career in service industry. Being ambitious and a go-getter, and work with an organization where growth and prospects are unlimited where can I utilize my skills and talents and contribute my potentials towards the betterment of the organization.

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|  | EMPLOYMENT RECORD | |  |  |
|  |  | | Tour Consultant/Operation/Reservation |  |
| **October 1, 2015 – to Present** | | |  |
|  |  |  |  |  |
|  |  |  | Dubai |  |

Knowledge in UAE Visa



Typing of visa application / Posting visa application English Visa Typist

Excellent in MS Office



Attending all incoming calls from customers anytime as per their requirement Make travel, accommodation and related bookings

Serves clients in person, by telephone and by e-mail



Provide literature and information to clients concerning local, interstate and international tours, travel routes, accommodation, local customs, fares and travel regulations



Interacting with hotel and excursions contracts Issuing invoice and LPO



**November 1, 2014 – September 30, 2015** Tour Operator

Splendid Travel and Tourism

Dubai

Typing of visa application / Posting visa application Creating A-Z information for customers



MS office, Microsoft Word, Power Point and Excel Handling MICE, inbound and outbound

Sending the best proposal as per their requirements



Doing online registration for any events, meeting and conference Typing of visa application / Posting visa application



Updating the visa payment report / sales report Interacting with hotel contracts



Provide literature and information to clients concerning local, interstate and international tours, travel routes, accommodation, local customs, fares and travel regulations



Issuing Invoice and LPO

Attending all incoming calls from customers anytime as per their requirement



**June 2010 – October 2014** Reservation/Tour Consultant/Contracting

Lama Desert Tourism LLC

Dubai/Abu Dhabi

Discuss client requirements and advise on suitable options Make travel, accommodation and related bookings



Plan, prepare and cost itineraries for clients



Serves clients in person, by telephone and by e-mail Interacting with hotel contracts



Requesting contracted rates with the hotel Upload in the system accordingly



Ensure that process based selling is always enforced



Coordination and monitoring of services as per schedule hotel room availability Updating hotels/excursions/transfers contracted rates



Effectively promote products to the customer Responding correspondence letter Attend all incoming calls from customers anytime as they require. MS office, Microsoft word and excel



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|  |  |  |  |  |  |
|  | EDUCATIONAL ATTAINMENT | | |  |  |
|  |  |  |  |  |  |
| 2006 | |  |  | Nursing Aide |  |
|  |  |  |  | Guagua National Colleges |  |
|  |  |  |  | Philippines |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  | CERTIFICATES/SEMINAR | | |  |  |
|  |  | | | Amadeus Gulf |  |
| **AMADEUS SOFTWARE (CERTIFIED)** | | | |  |
|  |  |  |  | January 2016 |  |
|  |  |  |  | Dubai |  |
| **SABRE SOFTWARE (CERTIFIED)** | | | | Sharaf Aviation Services Academy LLC |  |
|  |  |  |  | July 2015 |  |
|  |  |  |  | Dubai |  |
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|  |  | |  |  |  |
|  | PERSONAL INFORMATION | | |  |  |
|  |  | | |  |  |
| Date of Birth | | | | January 22, 1987 |  |
| Nationality | | | | Filipino |  |
| Visa Status | | | | Employment Visa |  |