

Contact HR Consultant for CV No: 340743

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**Rm 9 1st Floor Building 15 Hili Industrial Area, Al Ain, UAE | (C) 0502318945 | gracealzate12@gmail.co**

**Professional Summary**



Qualified Travel Consultant and Sales Executive with 10 years working in travel agency, delivering high quality of service and offering a strong work ethic and positive attitude, providing good service to satisfied clients.

**Skills**



|  |  |  |  |
| --- | --- | --- | --- |
| Communication skills |  | problem solving and stress management |  |
| Advanced interpersonal skills |  | honesty and reliability |  |
| Relationship/team building |  | professionalism, team player |  |
| Commitment to quality and service |  | dependability |  |
| Profit enhancement |  |  |  |
| **Work History** | |  |  |
| **SALES AND MARKETING, ACCOUNTANT CUM SECRETARY** | | | 01/2012 to Current |
| **AFREAN GENERAL CONTRACTING AND MAINTENANCE LLC** – AL AIN | | |  |
| maintains record and filing of all company accounts, clients and staff | | |  |
| communicating and maintains relation with clients, attends to their needs, inquiries, demands and calls completing monthly | | | |
| payroll before deadline | |  |  |
| transacting with the bank as per the instruction of the manager | |  |  |
| prepare vouchers, written documents or emails, contracts and LPO's for consultants, clients or subcontractors | | | |
| daily report to the manager and owner | |  |  |
| **reservation, ticketing and sales officer** | |  | 11/2009 to 12/2011 |
| **serve me travel** – al ain | |  |  |
| Front liner, answering phone calls, attends to inquiries of clients walk-in or thru phone | | |  |
| Airfare computation, checking availability of seats for different airlines, monitor prices in the market | | |  |



 booking of flights, issuing tickets, preparing exchange orders and invoices, requesting and processing of refunds

 arranging package tours and bus services, hotel booking, and others to be assigned by the manager and owner.

 Increasing company sales by phone selling, visiting the offices of clients if necessary, distributing flyers, and marketing materials

 maintains relation with valued costumers, companies and corporates

 maintains relation with airlines and other travel partners

 getting fare deals to airlines, then promoting them to clients and prospective clients

keeps record and files of clients, preparing vouchers and contracts



and other work to be done or assigned by the manager



**Education**



**Bachelor of Science**: Engineering **adamson university** - manila philippiines

**Accomplishments**



 created and maintains a website in marketing of fashion and branded products, actively generating sales in Philippines and in United Arab Emirates.

 garnered the biggest profit for a month, for business class clients because of hardwork and dependability.  awarded as the best employee of the month for bagging the highest profit sales