**Gulfjobseeker.com CV No:** **1301244**

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To get contact details of this candidates

Submit request through Feedback Link

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TO:

THE MANAGER,

DEAR SIR/MADAM,

**REF: APPLICATION FOR JOB VACANCY**

Following the establishment, development and growth of your company, I humble request you to allow me submit an application for job vacancy.

I am a lady aged 23 and I have completed my Diploma course at an aviation Training Institute, Air travelling &ticketing and At University of Nairobi, Diploma in Business management course, Since then I have had various working experience as depicted in my resume.

I am an excellent communicator with open minded and ready to take challenges of meeting the target of today’s competitive market. I promise with my abilities and skills to enhance the wellbeing of your company once given a chance to prove my potential.

Looking forward to your kind response,

**CURRICULUM VITAE**

**PERSONAL PROFILE**

**DATE OF BIRTH:** 2nd Feb 1991

**NATIONALITY:** Kenyan

**MARITUAL STATUS:** Married

**LANGUAGE:** English

**PERSONAL CONDUCT**

* Excellence interpersonal skills and good communicational skills
* Ability to learn quickly, talk initiative and network effectively
* Honesty, maturity and ability to look an opportunity towards challenges
* Good Customer service

**EDUCATIONAL BACKGROUND**

* **2011-2012 UNIVERSITY OF NAIROBI**

**COLLEDGE OF EDUCATION AND EXTERNAL STUDIES**

DIPLOMA IN BUSINESS MANAGEMENT

* **2010-2011** **AVIATION TRAINING INSTITUTE/UTALII COLLEDGE**

Computerized Diploma in Air travel Operation/ International Air Travel Association (I.A.T.A)

* **2006-2009** **COAST GIRLS HIGH SCHOOL P.O BOX 81011-80100 MSA-KEN**

Certificate of Secondary School/ O-Level (CPE)

* **1998-2005** **GANJONI PRIMARY SCHOOL**

Certificate of Primary School (CPE)

**INTEREST**

* Socializing, Sports especially in Football and Swimming
* Travelling
* Reading

**EXTRA CURRICULUM ACTIVITIES**

* Member of Tourism Club

**WORKING EXPERIENCE**

**SHIGOG TRAVEL AGENCY**

**PERIOD:** 2010-2011

**POSITION:** ASSISTANT TRAVEL CONSULTANT

**HANIIF TOURS AND TRAVEL AGENY**

**Period:** JAN 2011-APR 2014

**Position:** Travel Consultant

**PROFESSIONAL ROLES**

* Customer Care Skills
* Good Telephone skills
* Air ticketing and seat reservation
* Sales & Marketing
* Communication Skills
* Modifying Itineration
* Handle collections of document & payment
* Hotel reservation
* Money Exchange
* DHL (sending parcels)
* Prompt despatch of invoices by hand delivery and post

**COMPUTER RESERVATION SYSTEM USED (CRS/GDS)**

* Sabre
* Amadeus
* Galileo