

To: **HR Manager**

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

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,

Richelyn Tolentino
00971 56 1912519

RICHELYN TOLENTINO**Mobile:** 056 1912519**Email Address:** richelyn2000@yahoo.com**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.

EMPLOYMENT RECORD***November 2014 – to present******Tour Operator
Splendid Travel and Tourism
Dubai***

- ✚ 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
- ✚ Plan, prepare and cost itineraries for clients
- ✚ Make travel, accommodation and related bookings
- ✚ 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 is as per schedule
- ✚ Check hotel room availability
- ✚ Updating hotels/excursions/transfers contracted rates
- ✚ In charge of making invoice/LPO
- ✚ Effectively promote products to the customer
- ✚ Responding correspondence letter
- ✚ Prepare and submit sales weekly report.
- ✚ Attend all incoming calls from customers anytime as they require.
- ✚ MS office, Microsoft word and excel.

EDUCATIONAL ATTAINMENT

2006

Nursing Aide

Guagua National Colleges
Philippines

CERTIFICATES/SEMINARS

SABRE SOFTWARE (CERTIFIED)

AMADEUS SOFTWARE (BASIC)

SHARAF AVIATION SERVICES ACADEMY LLC

DUBAI

July 2015

PERSONAL INFORMATION

Date of birth

January 22, 1987

Age

28 yrs. old

Nationality

Filipino

Visit Status

Employment visa



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