



ANN MELODY SANTOS

Travel Consultant

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- 📍 Al Satwa, Dubai

ABOUT ME

Successful travel consultant of eight years, specializing in customer service and product marketing. Looking to utilize my skills in processing payments & data entry. Highly passionate about performing all remittance transactions and other service transactions for the customers.

EDUCATION

BS Hotel & Restaurant Management
San Juan De Dios Educational Foundation
2011-2015

Secondary Education
St. Mary's Academy
2008

SKILLS

- Customer Service
- Problem Solving
- Marketing
- Team Work
- Marketing
- Adaptability

LANGUAGE

- English
- Filipino

WORK EXPERIENCE

○ Jul 2022- Present
Rio Travels LLC | Dubai, UAE
Travel Consultant

- Booked flights, hotels, and transportation for clients while adhering to their budget and preferences.
- Provided exceptional customer service and travel recommendations to clients.
- Researched and planned travel itineraries for individuals and groups.
- Maintained accurate records of all travel bookings and communicated effectively with clients throughout the process.
- Managed travel logistics and ensured smooth travel experiences for clients.
- Collaborated with various vendors and suppliers to secure the best deals and accommodations for clients.
- Received payments from clients.

2016-2022
Melpops Travel Services | Pasay City, Philippines
Travel Consultant

- Booked flights, hotels, and transportation for clients while adhering to their budget and preferences.
- Provided exceptional customer service and travel recommendations to clients.
- Researched and planned travel itineraries for individuals and groups.
- Maintained accurate records of all travel bookings and communicated effectively with clients throughout the process.
- Managed travel logistics and ensured smooth travel experiences for clients.
- Collaborated with various vendors and suppliers to secure the best deals and accommodations for clients.