



ANN MELODY SANTOS

Travel Consultant

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📍 Al Satwa, Dubai

ABOUT ME

Detail-oriented and organized individual with excellent communication skills, looking to utilize my expertise in handling client inquiries and resolving issues as an agent.

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.
- Processed UAE Visas.

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.
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