

Mishal Falah Alanazi

Travel Coordinator



Contact

Address:

Jubail, Saudi Arabia

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Languages

ARABIC
ENGLISH

Education

DIPLOMA in travel and tourism

Skills

- Microsoft Word
- Amadeus
- Galileo
- Sabre

Summary

Professional Travel Coordinator With Nine Years Of Experience In Travel And Tourism Management. Full Knowledge Of Airline Ticket Reservation Systems Like Amadeus, Galileo, And sabre. Experience In Coordinated, Supervised, and Implement Every Aspect of Travel Arrangement for Staff, And Executives. Cost Analysis to Determine the Travel Methods, Hotel Accommodations, Airfare, Rental. Reviewed Travel Associated Invoices. Also Experience In Accounting, Customer Service , Administrative Assistant , Sales and Marketing

Work Experience

Travel Consultant 04/2017-03/2020
Freelance Work

Accountant 02/2014-05/2016
Al Rasheed Motors Company

Travel specialist 01/2012-10/2012
Najd Wings Travel and Tourism

Travel Coordinator 12/2007-11/2011
Al Khilawi Travel and Tourism

Travel Coordinator 09/2005-11/2007
Al Bassam Travel and Tourism

Certificates

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|---|---------|----------------------------|
| • Galileo-Auto Fares & Reservation | 09-2004 | kafaat Institute |
| • Travel & Tourism Training Program | 09-2004 | kafaat Institute |
| • Training in Travel and Tourism Agencies | 04-2005 | alhussan Institute |
| • Amadeus Reservation and Ticketing | 01-2006 | Amadeus IT Group |
| • Tourism New Zealand | 12-2006 | Ministry of Tourism |
| • Amadeus Experts | 11-2009 | Amadeus IT Group |
| • Supply Chain Management | 04-2019 | Jubail Technical Institute |
| • Financial Management | 06-2019 | Jubail Technical Institute |
| • Travel Agent Management | 03-2020 | doroob |