

Cover Letter

January 26, 2025

Dear Sir,

I am writing to express my strong interest in the Travel Consultant position at your Company. I believe my travel and tourism background coupled with my travel agent training would be most appropriate for this position.

As the enclosed resume indicates, I have acquired a number of relevant skills through my education, training and work experience. Those that might be of exacting interest to you include:

- Demonstrated ability to arrange travel for business and holiday customers
- Able to find out customers' requirements and preferences and provide them with exact solutions accordingly
- Highly skilled in planning and arranging tour packages, excursions, and day trips
- In-depth knowledge of finding fare and schedule information, and calculating total travel costs
- Hands-on experience in booking reservations for journey, hotels, rental cars, and individual events

Furthermore, my adventurous nature, and excellent communication, organizational and sales skills combined with my superb attention to details make me a perfect candidate for this position. Please refer to my enclosed resume which further highlights my qualifications and accomplishments.

Thank you for your time and consideration.

Sincerely,



Mohammed Raihan Ferdous

Enclosure

- **Resume**
- **Educational Certificates**
- **Experience Certificates**

Mohammed Raihan Ferdous



raihan073@gmail.com

Mobile: +971 569070937

WhatsApp: +971 569070937

Dubai, United Arab Emirates

OBJECTIVE: Seeking a position of Travel Consultant with Fast Travels utilizing skills and knowledge of travel procedures and protocols in order to add to the company's customer base.

KEY QUALIFICATIONS

- ♦ Worked as a Travel Consultant for fifteen (15) productive years
- ♦ Extensive knowledge of customs and visa requirements
- ♦ Good knowledge of ticketing and booking
- ♦ Great understanding of good tourism marketing techniques to encourage destination travel
- ♦ Experienced with all aspects of tourism industry
- ♦ Excellent social and interpersonal skills
- ♦ Highly professional appearance and demeanor
- ♦ Solid customer service

SPECIAL SKILLS AND STRENGTHS

- Strong **GALILEO** skills
- Strong **SABRE** skills
- Strong **AMADEUS** skills
- Strong **WORLD SPAN** skills
- Proven ability to manage multiple projects at the same time
- Ability to lead teams and maintain work volume
- Positive attitude
- Excellence communication skills
- Capable of maintaining a favorable company image

EXPERIENCE

*Al Kattan Aviation & Tourism, Makkah, Saudi Arabia (2001-2004).

*Awasm Travel & Tour, Makkah, Saudi Arabia (2004-2015).

*Flamingo Tours & Travels, Chittagong, Bangladesh (October, 2016- March, 2017)

Travel Consultant

- Book international and local travel and hospitality arrangements
- Interface with customers to build solid work relationships
- Provide quotes for travel expenses
- Apply discount programs where necessary
- Communicate appropriate information to clients regarding fares and itinerary
- Maintain client profiles for follow-up
- Collect and process payments
- Advise clients on travel arrangements
- Deal with complaints and refunds

EDUCATION

Bachelor of Science (BSc.), Year 1992

University Of Dhaka

Diploma in Computer Studies, Year 1998

Genetic Computer School, Singapore.

Higher Secondary School Certificate (HSC), Year

1990 Adamjee Cantonment College, Dhaka.

Secondary School Certificate (SSC), Year

1988 Adamjee Cantonment College, Dhaka.

About Family

Father's Name: Manir Ahmed (Late)

(Additional Director, Ministry of Social Welfare,
Government of Bangladesh)

Mother's Name: Kohinoor Begum (Late)

(House Wife)

Spouse's Name: Khadiza Binte Rafique

(House Wife)

Present Address:

Building No.: CBD B05, Flat No.: 207, International City, Dubai,
United Arab Emirates.

Permanent Address:

1134, Sultana Villa, Kazir Dewri, Kotwali, Chittagong, Bangladesh.

Reference Persons

1. Mohammed Siddique
Joint Secretary
Ministry Of Public Administration,
Government of Bangladesh.
Mobile No.: +88 01819359950
Relation: Brother In-Law (Elder Sister's Husband).

2. Sahara Uddin Mohammed Sadat
General Manager (Finance)
Four H Group, Chittagong.
Mobile: +88 01819283344
Relation: Brother In-Law (Spouse's Elder Brother)

University of Dhaka



Bachelor of Science

This is to Certify that

Mohammad Raihan Ferdous
of Dhaka City College, obtained the
Degree of Bachelor of Science in this University
at the Examination of 1992 and that he was
placed in the *Second* Division.

Sad Chowdhury

Administrative Building,

Ramna, Dhaka

The 15th Nov. 1993,

Vice-Chancellor

Controller of Examinations

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, DHAKA

Serial no. 21586

Regn. no. 58004 1988-89



HIGHER SECONDARY CERTIFICATE EXAMINATION 1990

Science GROUP

I certify that Mahammed Zahid Hossain
son / daughter of Mamun Ahmed college
of Manjira Cantonment
bearing Roll Dhaka No. 60812 duly passed the
Higher Secondary Certificate Examination of 1990.
He / She was placed in the Second Division.

Dhaka,

26 Nov, 1990

Written by

Compared by

M. M. K. A. Chowdhury
By Controller of Examinations.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, DHAKA
BANGLADESH.

Serial No. S 35384

Registration No. 1152228 19 86



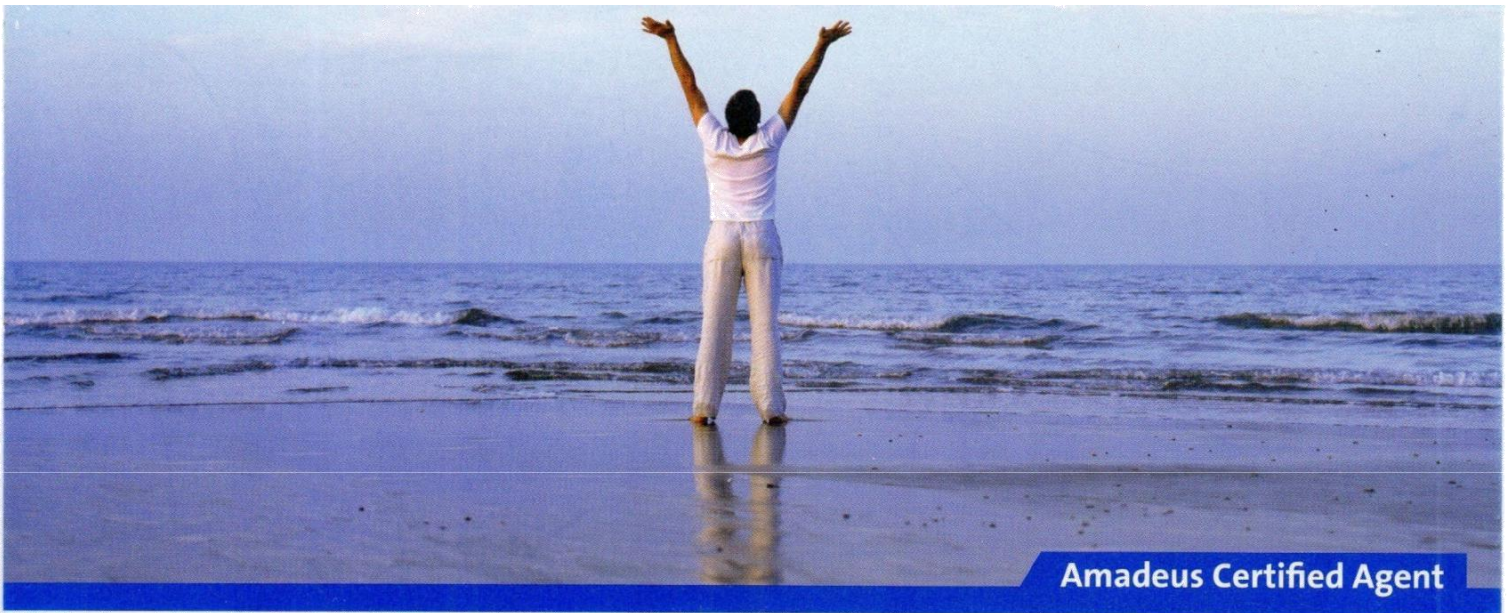
SECONDARY SCHOOL CERTIFICATE EXAMINATION, 1988

_____ Group.

This is to Certify that Mohammad Ibrahim Mersad
Son/daughter of Mamir Ahmed of Dhaka
Cantonment College bearing Roll Shaka No 9193
duly passed the Secondary School Certificate Examination held in the
month of March 1988 and was placed in the First division.
His/Her date of birth is Fifteenth July nineteen
hundred and Seventy three.

DHAKA:
Date of Publication
of results, the 14th July 1988.

Written by S. M. A. R. Chowdhury
Compared by S. M. A. R. Chowdhury
Deputy Controller of Examinations.



Amadeus Certified Agent

Certificate of attendance

This is to certify that

MOHAMMED RAIHAN FERDOUS

AWASIM TRAVEL

has attended

AMADEUS RESERVATION & TICKETING

Date

23DEC08-25DEC08

Instructor's signature

ABDULLAH AL HARBI

amadeus
Your technology partner



Global Travel Information Services

This is to certify that

Mr. MOHAMMED RAIHAN FERDOUS

or

SONDOS AVIATION

Has successfully completed

**Worldspan Basic Training Programme
From 12 May 2001 to 16 May 2001
At the Worldspan Training Centre,
Jeddah, Saudi Arabia.**

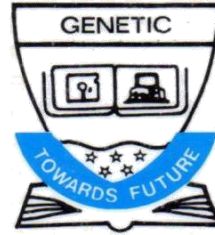
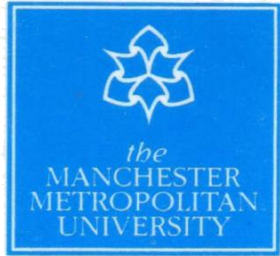
Presented by:

Mr. Khalid Al-Khalidi

Manager

Mr. Sadullah Abbas Dawray

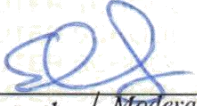
Trainer



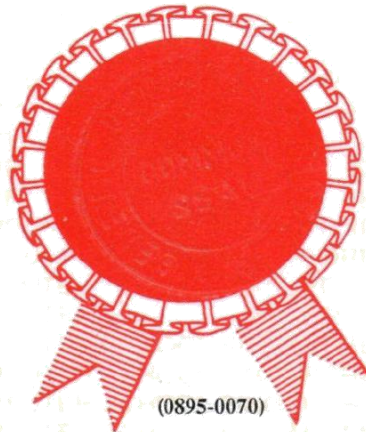
Diploma in Computer Studies

MOHAMMAD RAIHAN FERDOUS

has attended a course given by
GENETIC COMPUTER SCHOOL
and moderated by
"DEPARTMENT OF COMPUTING"
THE
MANCHESTER METROPOLITAN UNIVERSITY
and passed all parts of the examination.


Secretary to the / Moderator
**GENETIC COMPUTER SCHOOL,
BOARD OF EXAMINERS.**

AWARDED: MAR 1998



(0895-0070)

REPUBLIC OF SINGAPORE



THE 5 STARS
DEVELOPMENT OF EXCELLENCE IN
TECHNOLOGY THROUGH PROFESSIONAL
KNOWLEDGE AND ASSISTANCE

DIPLOMA IN COMPUTER STUDIES

MOHAMMAD RAIHAN FERDOUS

has attended a course given by

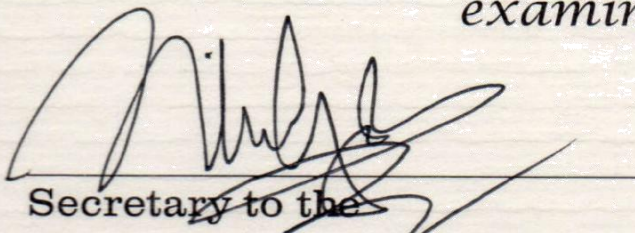
GENETIC COMPUTER SCHOOL

and moderated by

"Department of Computer Science"

California State University, Chico ☎ (USA)

*and passed all parts of the
examination*


Secretary to the
Genetic Computer School,
BOARD OF EXAMINERS.

AWARDED: APR 1998



(0895-0070)

REPUBLIC OF SINGAPORE

DIPLOMA IN COMPUTER STUDIES

MOHAMMAD RAIHAN FERDOUS

has attended a course given by

GENETIC COMPUTER SCHOOL

and passed all parts of the

examination

Principal
Genetic Computer School

Awarded:

APR 1998

(0895-0070)

Republic of Singapore





الإدارة العامة :
 المملكة العربية السعودية -
 مكة المكرمة - الكعبة -
 ص ب : ١٤٣٠
 تليفون : ٥٣٤١٤٠٤
 ٥٣٧١٥٣٨
 فاكس : ٥٣٧٧١٢٧
الفروع :
 شارع أم القرى -
 تليفون : ٥٣٧٧٧٦٧
 فاكس : ٥٣٧٣٦٢٠
 العريضة -
 مركز عطاء الله -
 تليفون : ٥٥٩٤٣٥١
 ٥٥٦٢٥٨٧
 فاكس : ٥٥٤٠٠٨٢

HEAD OFFICE :
 Kingdom of Saudi Arabia
 Makkah - Al-Kaakia :-
 P.O.Box : 1430
 Tel. : 5341404 / 5371538
 Fax : 5377127
Branches :
 Umm Al-Qura Street :-
 Tel. : 5377767
 Fax : 5373620
 Al-Azizia :-
 Atauliah Comm. Center :-
 Tel. : 5594351 / 5562587
 Fax : 5540082

شهادة خبرة

تشهد وكالة القطان للسياحة والطيران بأن السيد / محمد ربحان البنجلاديشي الجنسية يعمل لديها وتحت كفالتها بمهنة موظف مبيعات منذ عام ٢٠٠٢م وهو حسن السير والسلوك ويقوم بجميع الأعمال التي تسند له على اكمل وجه وقد أعطيت هذه الشهادة بنا على طلبه دون أدنى مسؤولية على الوكالة .

وهذه شهادة منا بذلك ،،،

تحرير في ٩/٦/٢٠٠٤م

مدير الوكالة

محمد عبد الحميد القطان



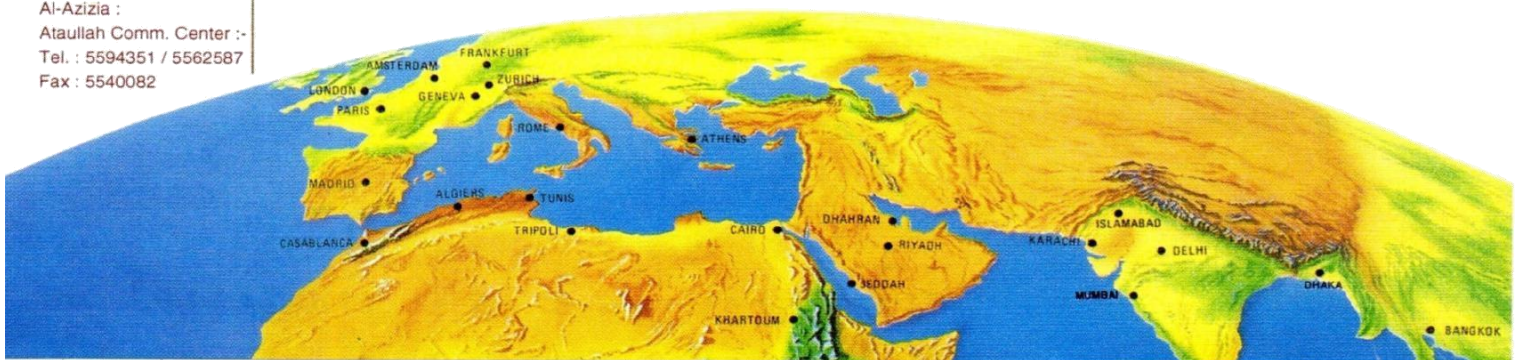
تأكد من وجود الاصل

١٩ شوال ١٤٢٥

تسعد المعرفة التجارة الصناعية بمهنة المرحمة بأن التوقيع

مطابق دوله اذى مسئولية على محتويات الوثيقة

العضوية () الإصدار ()



EXPERIENCE CERTIFICATE

Date: 4th April 2015

TO WHOME IT MAY CONCERN

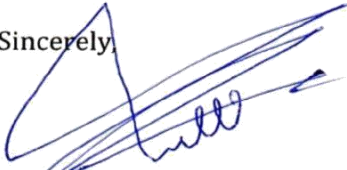
It is our pleasure to write about Mr. Mohammed Raihan Ferdous Son of Mr. Manir Ahmed , who has worked with Awasim Travel in the capacity of Travel Consultant for 11(eleven) years (from 15/02/2004 to 28/03/2015).

During the aforementioned tenure of his work here, Mr. Mohammed Raihan Ferdous remained involved in his work with determination and sincerity. We found him active and competent in executing all assigned tasks. He is professionally sound, hard-working, and a devoted and motivated employee whose dedication in taking initiative and contribution for the realization of organizational goals and objectives has proven helpful in the advancement of our establishment repeatedly.

Moreover, Mohammed Raihan Ferdous's conduct during his stay with us is exemplary. During his service period, he has been found sincere, reliable, trustworthy, sociable, pleasant, and open to challenges. He has a genial temperament and can efficiently work in and lead a team.

His decision to terminate his services with us is solely his own and we wish him all the best in his future endeavors.

Sincerely,



Khalid Bin Zamil Awad
[Chairman of the Board & CEO]



C.R. : 4030151169 - J.C.C. 100679

HEAD OFFICE : Tel : 6977111 (35 Lines)- Fax : 6838919 - P. O. Box 14270 Jeddah 21424
Head Office Jeddah - Al-Salama - Tel. 6911131(10 Lines) - Fax 6830919

BRANCHES : Makkah

Main Branch : Al-Kakiah : Tel. : 5341404 / 5371538 - Fax : 5377127
Umm Al-Qura Street - Tel. : 5377767 - Fax : 5373620

Website : www.attcco-sa.com - E-mail : info@attcco-sa.com

س.ت : ٤٠٣٠١٥١١٦٩ - ج.ت.ج. ١٠٠٦٧٩

الإدارة العامة : تليفون : ٦٩٧٧١١١ (٣٥ خط) - فاكس : ٦٨٣٨٩١٩ - ص.ب. ١٤٢٧٠ جدة ٢١٤٢٤
المقر الرئيسي جدة - السلامة - هاتف ٦٩١١١٣١ (١٠ خطوط) - فاكس ٦٨٣٠٩١٩

الفرع : مكة المكرمة

الفرع الرئيسي : الكمكية - تليفون : ٥٣٤١٤٠٤ / ٥٣٧١٥٣٨ - فاكس : ٥٣٧٧١٢٧
شارع أم القرى - تليفون : ٥٣٧٧٧٦٧ - فاكس : ٥٣٧٣٦٢٠