**Satinderjit Satinderjit**

463, Mohawk Road, West Hamilton, Ontario, Canada L9C1X3.

25th February 2021

Senior Manager,

Quality Travel & Tour Ltd

50 Tiffield Rd, Scarborough, ON, M1V 5B7,Canada.

Subject: Application for Travel Agent.

Dear Senior Manager,

This application is regarding an opening for a travel agent position in your company. My recent studies involve a Diploma in Tourism from Mohawk College. Travelling is my passion, and I have traveled to many domestic and international destinations and understand the working chain and characteristics of the tourism industry like Package Budget and Quality of Service. My career goal is to aggrandize the tourism sector of my country. To achieve that, this position in your company will build a bridge between my knowledge and its actual implementation.

My residence in Canada is since two years, and I have studied the environment of this great country. My experience includes working with software that provides services like flight bookings, hotel bookings, and billings. I am proficient in English language and possess intermediate knowledge of the French language. In my part-time job, my position was at the reception and dealt with customers with a French background. My routine includes a daily session to learn the French language by using a professional platform like Duolingo. I possess advanced level experience on computer systems irrespective of operating systems and in Microsoft Excel and have worked as a freelancer by providing insights from data analyzing for various firms in terms of charts and graphs. I have a remote working environment at my home like stable internet connection, computer desk, and quite a place, and can work in flexible hours.

My academics were also incorporated with some technology courses teaching about web application development. I know the architecture of Application Development and hence can help the customers familiarize them with the application and troubleshoot any problems related to bookings or payment remotely. My skills will be helped to boost and track the company's growth. My marketing skills will also focus on expanding the company's service to many other international locations.

Time management, not being a procrastinator, self-discipline and honesty are my essential qualities, which have aggrandized me, and I continue to follow them. My aim at this stage of my career and for your company is to associate with your organization, fully utilize my knowledge and skills, and contribute to the company's overall growth. Thanking you for considering my application.

Sincerely,

Satinderjit Satinderjit

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+1 (416) 684-9970 | Satinderjit.Satinderjit@mohawkcollege.ca.

Profile

* Excellent verbal and written communication skills.
* Always ready to explore new skills and, knowledge.
* Exhibit capacity to design and compose work with positive attitude and good physical stamina and, high energy level as travel days can be very long.
* Flexible and ability to adapt any kind of Environment.

Education

Tourism – Diploma, Mohawk College. Candidate 2021

Hamilton, Ontario.

* Learned marketing concepts and research, social networks, sales strategies, relationship management skills, promoting and selling tourism products.
* Learned business principles like accounting, budgeting, financial and administration skills.
* Also grasped knowledge in specialized software like Sabre and Apollo reservation system and, knowledge about some destinations such as Canada, Europe, and south America as well as North America.
* Computer skills: MS Excel, MS word and, PowerPoint.

English as Second Language (ESL) Dec-2019

Hamilton, Ontario.

* Major skills in this course listening, speaking, reading and, writing.
* Secured 69% in this specialized English language course.

High Secondary Education, SD Public Secondary School April-2017

Punjab, India.

* I have learned accounting, business studies, and Economics.
* Secured 62% in Higher Secondary Board.

Work Experience

Present

Shift manager in Pizza Pizza Joined in May, 2019

85 king st. east, Hamilton, ON.

* Handling payments at reception, making Microsoft Excel spreadsheets for data analyzing, and also in the cooking section based on shifts.
* Dealing with customers about products and introduce them to the company's mobile application and guide them.
* Management of the premises.
* Organize and manage the store.

Volunteer Activities

Rotary International Charitable Club, Vice-President 2014-2018

Punjab, India.

* Supported orphan children with finance, personality development, and overall growth.