

**Mozhgan Darabi kalhor**  
**Tajrish Square, Shariati St.**  
**Rezaee St, Jorabchi Ave**  
**Abedi Alley No 39, 3<sup>rd</sup> floor**  
**Tehran, Iran, Postal Code 1963833556**  
**00989120036046**  
**Mojgandk@ymail.com**

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Dear Sir/Madam:

My ongoing studies at Elmi Karbordi University in Tehran-Iran, combined with practical experience acquired during work and previous employment, have been excellent preparation for studying in the Travel and Tourism field which I am really interested in.

During my academic and professional pursuits, I frequently had the opportunity to utilize my skill set abilities, and attained some degree of proficiency in E-ticketing, Automated ticketing, etc... which attached to my resume.

I have selected this course because I would like to get a degree in Travel and Tourism Management and I am also very interested in learning more about Environmentally-Friendly Tourism and Eco-Tourism.

I believe that my skills and education would make me a good candidate for the Travel and Tourism Management program. Thank you for taking the time to review my application. I welcome the opportunity to further discuss my qualifications.

Thank you for your consideration

Sincerely

Mozghan Darabi Kalhor

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Tajrish Square, Shariati St.  
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Abedi Alley No 39, 3<sup>rd</sup> floor  
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## **OBJECTIVE**

A detail-oriented, outgoing professional with exceptional communication and time management skills seeking acceptance to Travel and Tourism Management program.

## **QUALIFICATION HIGHLIGHTS**

- Strong organizational and interpersonal skills
- Excellent Customer service skills
- Dedicated and self- motivated
- Experience in developing a positive relationship among people
- Conscientious individual with a positive, supportive attitude
- Ability to meet deadlines and cope up with work schedule
- Solid background in travel agency including booking, travel consultation, transportation and hotel reservations
- Language, Farsi English and Basic French

## **PROFESSIONAL EXPERIENCE**

Gramian Travel Agency, Tehran-Iran

2010-2012

- Booked travel reservations and created associated expense reports for multiple client accounts.
- Served as point of contact for customer inquiries related to ticket prices, no-show charges, and other ticketing matters.
- Liaised between client groups, various airline departments, and hotels.
- Arranged domestic and international travel for corporate and vacation packages.

Bofaloe Sefid Store, Customer Service, Tehran-Iran 2008-2010

- Performed as a cashier and sales representative
- Performed other duties such as organizing shelves and counters in the store

Deltaban Travel Agency, Tehran-Iran 2014

- An eight months job season in booking international ticket unit

Parsagashtraga Travel Agency, Tehran-Iran 2015-2018

- Booked travel reservations and created associated expense reports for multiple client accounts.
- Served as point of contact for customer inquiries related to ticket prices, no-show charges, and other ticketing matters.
- Liaised between client groups, various airline departments, and hotels.
- Arranged domestic and international travel for corporate and vacation packages.

## EDUCATION

High School Diploma 2010

Elmi Karbordi University, Tehran-Iran 2011-Present  
Tourism Management, 3<sup>rd</sup> semester

## CERTIFICATES

- Automated ticketing & electronic ticketing 2011
- Electronic ticketing 2011
- Basic passenger fares & ticketing 2010
- Gabriel reservations system for travel agencies 2010

**References: Available upon request**