

MySL Travel



MySL Travel is a travel and tourism company in Minuwangoda. We are focusing on high quality customer service who travel with us from India, UK, Singapore, UAE, etc. We are looking for an inbound trainee tour executive.

Trainee Tour Executive (Female)

Duties And Responsibilities

- Building relationship with clients and great care
- Send Quotation, follow up email, booking confirmation
- Responding to requests in a timely manner
- Building relationship with hotel and supplier
- Make and customize tour package according to the requirement of the clients

Qualifications

- Must be a quick learner and perform duties with minimum supervision
- Fluency in foreign language will be an added advantage
- Sound knowledge of IT (Word, Excel, Internet)
- Good personal relationship skills
- Female candidate, Age below **30** Years
- Degree diploma or equivalent qualification

Please send your CV by email. Only suitable candidates will be called for further interview

No 82 3rd floor Freedom Park Shopping Complex, Minuwangoda.

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