

**Aleksandrina Dzhankova**

**Grimmstr. 2, 12305 Berlin**

## **Personal**

Date of birth 27.04.1987  
Place of birth Plovdiv, Bulgaria  
  
Nationality Bulgarian

## **Working experience**

September 2010 – until present **Takbir GmbH** – Travel Agent  
Sale of travel packages, specialized in the Orient area,  
issuance of flight tickets and travel insurances worldwide

April 2009 – May 2010 **TUI Bulgaria LTD** - Flight tickets & Sales agent  
Professional travel consultations, dealing with bookings of  
charter and scheduled flights, organization of business  
conferences

April 2007 – October 2007 **Hotel Mimosa, Golden Beach, Bulgaria** - Front desk agent  
Check -in and check – out of hotel guests, customer  
contact, reclamation management

## **School Education**

October 2006 – May 2010 Bachelor of Arts in Tourism at the **University of Economics**  
Varna, Bulgaria  
Modules: micro- and macroeconomics, marketing, finance  
accounting, business communication, travel resources,  
geography, staff management, travel and transportation, etc.

March 2008 – August 2008 Erasmus study at the **University of Applied Sciences**  
Mittweida, Germany

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A scholarship awarded to students for a semester of education at exchange university abroad.

September 2001 – May 2006

Foreign Language Highschool „N. Vaptsarov“, Shumen

Specialized school in the languages English and Russian

## **Professional education**

October 2008

### **IATA Foundation Course**

Certification of the International Air Transport Association for professional travel agents. Examination in world geography, world currencies, air transportation, flight fares, etc, passed in English

December 2008

### **Amadeus Foundation Course & Ticketing**

Certification for the Amadeus flight-booking tool. This certificate is given to professional travel agents and assures the knowledge of dealing with flight tickets

## **Language & translation skills**

Bulgarian

native

German

excellent in writing, reading and speaking

Certificates: DSH Certificate, passed with 87% as a native speaker level

English

excellent in writing, reading and speaking

Russian

intermediate level in writing, reading and speaking

### **Translation experience**

Translating for several business companies dealing with commerce, economics, export & import, translations of travel

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guides, all kinds of texts in the field of tourism, general texts, students' certificates, diplomas and many others

**Driving license**

Category B

**Computer skills**

Microsoft Office Pro, Adobe Acrobat, Microsoft Excel, Microsoft Word, Powerpoint

**Hobbies**

Learning foreign languages, traveling abroad, reading, playing handball, meeting people

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