

# CV

## **Personal information**

**Name:** Manoucheca LOUIS

**Nationality:** HAITI

**Current location:** Dubai, UAE

**Date of birth:** 11 / 08 / 1988

**Visa status:** Visit Visa Dubai

**Marital status:** Single

**Email:** [manoucheca58@gmail.com](mailto:manoucheca58@gmail.com)

**Mobile:** +971 586 632158

+ (509) 37 17 0735 whatsapp

**Languages:** Créole(Native); French (Fluent); English  
(Speak, write)



## **Personal background**

**Company name:** GOELAND TRAVEL AGENCY (HAITI, Pétion-Ville)

2019-01 – 2021-12

**Position:** Customer

**Service Responsibilities**

- International tourist destinations coordination and full reservations, including full- service, low-cost airline reservations, transfers, tours and hotels in those destinations.
- Providing relevant information, brochures and publications (guides, local customs, maps, regulations, events etc) to travelers

**Company name:** NAPOLITANO TRAVEL SERVICE (HAITI, Port-au-Prince)

2012-09 – 2016-12

**Position:** Responsible for the Consulaire Section.

- Application for VISA forms for different countries.
- Planning and selling transportations, accommodations, insurance and other travel services
- Cooperating with clients to determine their needs and advising them appropriate destination, modes of transportations, travel dates, costs and accommodations

**Company name:** CHATELAIN TOURS (HAITI, Tabarre)

2012-05 – 2021-07

**Position:** Intern

- Establishment of administrative support documents (attendance sheet, payroll, payment of invoices).

## **Professional education**

- 2022 February: “**Air Cargo marketing basics**” by Akademikka Training Institute in Dubai, Certificate of participation attested by Dubai knowledge and human development authority KHDA
- 2008-10 – 2010-08: **DIPLOMATIC SECRETARIAL**  
ANDC (Académie Nationale Diplomatique et Consulaire)
- 2011-01 – 2011-09: **MODERN SCHOOL**, Computerized Accounting, Seminar followed on Customer Service and Marketing, Leadership and Career Planning.
- 2011 **ECCONOM (Ecole de Commerce et d’Industrie du Nouveau Millénaire)**  
Stock and Logistic Management
- 2015: **QUICK LEARNING HAITI**, Project Management / and Personal Finance Management
- 2016: **U.S DEPARTMENT OF STATE**, Best Practice in Cyber –Processing on Online Visa Application

## **Professional skills**

- **MS OFFICE SUITE**: MS Word and Excel enabled data entry and feedback follow-up.
- **MULTI TASKING; TIME MANAGEMENT; COMMUNICATION.**