



Abhishek Parab

Business Development Executive

Having worked into Customer service/sales/Business development for over 6 years, I have developed a wide range of skills that would meet, and exceed the expectations.

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📍 Dubai Airport Free Zone, Dubai, United Arab Emirates

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CERTIFICATIONS

Spanish Language Certification Level A1/A2

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

Marathi ● ● ● ● ●

Spanish ● ● ○ ○ ○

INTERESTS

- Traveling
- Reading
- Weight training
- Swimming
- Roller skating

WORK EXPERIENCE

Sourcing specialist, Business Development Baker Hughes, a GE company

12/2015 – 09/2018

Mumbai, India

Responsibilities

- Reconciliation of CTA card statement as per policy with all Travel related invoices and submission of report in SAP Concur.
- Check if all the Invoices, back up for any Car Hire or Hotel Accommodation are correct.
- Following up with Vendor, Airlines, Hotels, Car rentals for the invoices and disputed transactions.
- Timely Conferencing call with Global Travel Manager and Vendor for issues, feedback and suggestions over cost savings.

Customer Service, Sales BDE Fitness First India Pvt. Ltd.

06/2015 – 10/2015

Mumbai, India

Responsibilities

- Greet clients warmly and make sure they are comfortable.
- Give presentations to new clients in respect of club memberships and suggesting them suitable packages. Telephonic Follow Ups of All Clients and Motivating Them.
- Conducting outreaches in corporate companies to collect leads and generate sales. Perform basic bookkeeping, filing, and clerical duties.

Customer service, sales BDE Talwalkars Better Value Fitness Ltd.

05/2013 – 04/2015

Mumbai, India

Responsibilities

- Greet clients warmly and make sure they are comfortable. Arranging client appointments.
- Resolving queries of new client in respect of the specification of the program EMS (Electro muscle stimulation) technology and offering them suitable packages.
- Telephonic Follow Ups Of All Clients And Motivating Them, Giving Them Home Based Program To Follow. Perform basic bookkeeping, filing, and clerical duties.

Passenger Service Agent Celebi Nas Airport Services

12/2011 – 02/2013

Mumbai, India

Responsibilities

- Check-in passengers and baggage, using manual and AMADEUS computer systems
- Escort board and disembark passengers in compliance with the requirements of statutory bodies, i.e.; Customs, Immigration, Police and Special Branch.
- Deal promptly with Property Irregularity Reports and instigating tracing action for miss-routed baggage.
- Provide assistance to all passengers to the highest standard of customer service at all times, especially in the event of delays, cancellations and diverted flights.

EDUCATION

Bachelor of Commerce Mumbai University

10/2013

Mumbai, India