



# 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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## 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