

Abhinav Kumar Bashetty

Career Objective

Looking for opportunities that will help me progress and advance in the reputed organization. To work hard with great loyalty, sincerity and give my best to extract the qualities inherent in me which will help me to be an effective person in the organization.

Experience

BUSINESS DEVELOPMENT MANAGER at EYE CATCH HOME, SHAMSHABAD, HYDERABAD, INDIA from AUGUST 2022 to JANUARY 2023

- Fostered long-term business relationships with clients through meetings and follow-ups
- Monitored competitor activities and developed strategies to gain market advantage
- Contacted clients and vendors regarding new business opportunities and future partnerships
- Utilized networks and leads to contact potential clients and recruit new employees
- Introduced new products and process adjustments according to industry research and market trends
- Communicated with sales staff regarding company goals and new projects
- Organized meetings and appointments between clients and company executives
- Developed quotes and proposals for prospective and existing clients
- Implemented strategies to reduce material waste and cut unnecessary costs

PROJECT MANAGER at RETAIL STORE SAI SILKS KALAMANDIR LIMITED from JANUARY 2022 to AUGUST 2022

- Reviewed and detailed shop drawings for construction plans
- Inspected construction work on site to ensure its adherence to design plans
- Estimated material requirements and costs, and presented design to client for approval
- Selected and purchased furnishings, artwork and accessories
- Coordinated with contractors, architects, engineers, and plumbers for job success
- Explored use of new materials, technologies, and products to incorporate into designs
- Focused on learning new skills and staying updated with industry changes
- Managed and coordinated multiple projects while ensuring timely completion
- Determined factors affecting planning of interior environments, such as budget, architectural preferences, purpose, and function

ADMINISTRATIVE, PROJECT MANAGER at RETAIL STORES KISAN FASHION MALL




22-182/5,
Raghavendra Colony,
Rallaguda, Shamshabad
Telangana State



+91 – 94412 30910




bashetty.abhinav@gmail.com



Branches at HYDERABAD, NIRMAL, NANDED, KAMAREDDY and NIZAMABAD from AUGUST 2019 to DECEMBER 2021

- Played key role in Administration and was successful in the construction and establishment of new stores for every 2 months in Suchitra (Hyderabad), Nirmal and Nanded cities
- Scheduled and supervised the work of administrative staff, providing guidance and feedback to ensure productivity and high- performance standards
- Led company's administrative efforts by understanding growth trajectory
- Drove process improvements through new policies and procedures
- Coordinated general administrative support for company leadership
- Negotiated contracts and maintained supplier relationships to ensure timely delivery of necessary materials
- Created and maintained monthly, quarterly and yearly reports for management and corporate stakeholders
- Monitored and reported on performance metrics to ensure projects are meeting targets
- Managed negotiations for office renovation, problem solution and lease renewals
- Supervised administrative staff and provided training and orientation to new staff
- Learnt to operate new office technologies as were developed and implemented
- Established work procedures and schedules to organize daily work of administrative staff
- Oversaw payroll functions, such as maintaining timekeeping information and processing and submitting payroll
- Set goals and deadlines for department
- Conducted classes to teach procedures to staff
- Prepared and reviewed operational reports and schedules
- Oversaw day-to-day store operations to foster efficient and profitable operations
- Interviewed and hired prospective employees according to team needs
- Evaluated customer feedback and complaints to locate weaknesses and improve service
- Approved advertising campaigns and developed promotional material for retail use
- Arranged store cleanings and renovations during periods of low customer traffic
- Solved problems and resolved conflicts for team members and customers
- Set sales targets and budgets for team leads and employees to follow

SENIOR MANAGER at INDIGO – INTERGLOBE AVIATION PRIVATE LIMITED from APRIL 2015 to AUGUST 2020

- Customer oriented services
 - Manage the booking counter
 - Processing request for change or cancellation of ticket
 - Perform check-in procedure for guests-issuance of boarding card and seat allocation
 - Manage baggage check-in and handling onboard courier
 - Assist guest and provide option in IROP cases
 - Pre/post flight process, updating of chokes on & chokes off
 - Facilitate arrival flights and baggage
 - Handle customer complaints on arrival
 - Liaise with OCC, Reservation, In-flight, Dispatch, Security and Airport Authority
 - Assist customer relation department in handling customer complaints
 - Coordinate with RES for guest query resolution
 - Followed up promptly on all unresolved cases from previous shifts
- 



Skills

- Initiative and good decision making skills
- Quality control
- Staff management
- Process improvement
- Business administration

Education

- 2015: MBA (Marketing & Finance) from AURORA PG College, Hyderabad
- 2013: BHMCT from Regency College of Hotel Management, Hyderabad
- 2010: Sri Chaitanya Junior College, Miyapur, Hyderabad
- 2008: St. Savio English Medium High School, Shamshabad

Personal Details

- Born on 20th August 1993 to my beloved parents Divya & Sharad
 - Speaks – English, Hindi and Telugu
 - PAN Number – CHSPK2683L
- 