

# Akash Shetty

Ganesh baugh building no:-5 , flat5 no:- 7 , Sinhagad road Manik baugh ,Pune 411051 | +91 830 899 7563

| [akashshetty2016@gmail.com](mailto:akashshetty2016@gmail.com)



## Objectives

To make optimum utilization of my knowledge and skill, Utilize opportunities effectively for professional growth, and to contribute in the best possible way for the betterment of the organization and self. I have working experience of nine years. Im currently working as a bartender and also learning Salesforce admin. From online class.

I'm actively looking for a job opportunity in salesforce admin.

Trailhead:- 13 Badges, 4500+ Points.  
<https://trailblazer.me/id/ashetty619>

## Work experience

Sr. Sales Operation Executive March-2021 - June-2022

Prepca eduserv pvt. ltd

- Handling student queries
- Working on daily operations
- Coordinating with the various departments( sales, Ops, Hr)
- Preparing and doing Query support
- Doing daily email support
- Sales Team Audit
- Ledger Management – Managing Inward and Outward ledger
- Scheduling Campaign calls for the sales team.
- Documentation of campaign records
- Lead Generation:- Facebook, Google Instagram
- Meeting with digital marketing team for present Data analysis of lead generation
- Zoho CRM leads and accounts maintenance, workflow maintenance
- **Innovation**:- Wakie takie app, Mailing templates, and signature. Attendance sheet automation. Sales dashboard.

GSA - Bartender March 2020 - March -2021

Anjali hotels pvt ltd. ( Pune Airport " Earth lounge bar ")

- Ensure takes orders, serves (where applicable, prepares) food and beverages to guests as per the hotel's standards in a friendly, timely and efficient manner.
- Ability to perform basic cleaning tasks as needed or directed by supervisor.
- Ability to serve food and beverage to the guest as per the course of order.
- Ability to observe guests and ensure their satisfaction with the food and service.
- Promptly respond to guests with any additional request and maintaining proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks, removing courses, replenishing utensils, and refilling glasses.
- Understands and can communicate products and services available at the resort.
- Looking after Guest relationship Handling Daily cash and settlements Book keeping of bar items,
- Handling social media platforms

GSA - Bartender 2018 - Current

Yogi holidays Pvt Ltd

- Bookkeeping of bar items,
- Making of cocktails and mocktails
- Management of overall bar n restaurant section.
- Handling social media platforms
- Looking after Guest relationship
- Handling Daily cash and settlements

Trainee 2018 - 2018

Frozen bottle, Pune

## Personal Details

Full name : Shetty Akash Jayantha

Date of birth :- 03-June-1995

Language known :- English , Hindi ,  
Marathi, tulu

Gender :- Male

Nationality :- Indian

Marriage status :- Unmarried

## HOBBIES

Excell Automation

Cooking

Making new relations

Photography

Sports

Coin collections

Making cocktails

## SKILLS

- Communication
- Decision making
- Dedication
- Leadership quality
- Adjustable
- Flexible

- Ensures to greet all customers with a smile.
- **Performs order processing** - Process the recipes accurately as per the process in a fast and timely manner.
- Responsible for preparing all Frozen Bottle varieties, following established procedures.
- Performs duties to keep the facility and equipment clean and inviting.
- Participates actively with other fellow members and managers to meet sales target during shift.
- **Stock and Supply Management** - Ensures items are well stocked.
- Gives genuine attention to every customer, treating them with genuine friendliness and care.
- Ensures fast and timely service to customers, adhering to Frozen bottle food safety guidelines.
- Ensures to follow all Frozen bottle safety and security procedures.
- Completes other assigned tasks

## Event Management

2013 - 2021

### Promoting Event

- Use different strategies for making the event successful.
- Client communication
- Closing deals
- Team registration & kit selling
- Providing team support
- Generating the sponsorship from clients for the event
- Planning
- Executing of practice matches & event matches.
- Maintaining a working relationship with vendors and venue.
- Understanding the complex needs of different events, and diverse clients.
- Planning robotics event aspects, such as venue
- Worked for promotional activities
- Management work, Birthday parties, wedding events.
- Providing manpower.
- Introducing products, samples, giving information, data gathering,

## Education details

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B. C. A. (Bachelor of Computer Applications) , MIT-SOM 2014 - 2020  
college

Savitribai Phule Pune University,

Hotel management and catering technology, Shreenivas 2016 - 2017  
institute of hotel management

Maharashtra state board of vocational education examinations  
Mumbai

Passed

HSC, Sinhgad college of Arts Science and Commerce 2013 - 2014  
Maharashtra State Board Of Secondary & Higher Secondary  
Education

50.46 %

SSC , P. Jog Educational Trust English medium school 2011 - 2012  
Maharashtra State Board Of Secondary & Higher Secondary  
Education

60.73 %

## Achievements /Extra -co-curricular activities

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- Promoted as senior sales operations executive within 6 month due to my good performance.
- Awarded Second prize in TECHNOKRUTI (ASTITVA) organized by BMCC held on August 2014

- Awarded The BEST OUTGOING STUDENT of the standard 10th of p jog educational trust pune, for academic year 2011-2012
- Awarded The ALL ROUNDER STUDENT of the standard 10th of p jog educational trust pune, for academic year 2011-2012
- Passed ELEMENTARY EXAMINATION held in year 2009 by government of Maharashtra drawing grade examination

## Computer Skills

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Google Sheets, Google presentation.

MS Office (Word, PowerPoint, Excel)

Digital marketing ( Facebook, Instagram)

Zoho CRM ( customer relations Management software)

Knowlarity super receptionist software

Salesforce Admin