

## ASHISH TYAGI

 ashishtyagist@gmail.com |  09760818151

 Golden Nest Apartment, Sector 62, Near Fortis Hospital, Uttar Pradesh 201301

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### PROFESSIONAL SUMMARY

Result-driven Facility & Admin Professional with 15+ years of experience in managing end-to-end facility operations, vendor management, team leadership, and compliance. Proven expertise in streamlining processes, maintaining high service standards, and delivering cost-effective solutions. Currently seeking a senior position as Facility/Admin Manager to contribute operational excellence in a growth-oriented organization.

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### CORE COMPETENCIES

- Facility Operations & Maintenance
  - Vendor & Contract Management
  - MIS & Documentation
  - Inventory & Asset Management
  - Statutory Compliance (HSE, Fire Safety)
  - Event & Visitor Management
  - Housekeeping & Sanitation Oversight
  - Team Leadership & Roster Management
  - Cafeteria & Pantry Supervision
  - Preventive Maintenance & Audits
  - Executive Support & Coordination
  - MS Office | SAP| Documentation
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### PROFESSIONAL EXPERIENCE

#### Facility Manager – Creantum Security Solutions

*Mar 2025 – Present | Noida*

- Oversee all facility functions across housekeeping, security, pantry, and maintenance.

- Conduct site audits, manage preventive maintenance and ensure compliance with HSE standards.
  - Lead vendor performance reviews, staff scheduling, and payroll coordination.
  - Supervise onboarding logistics, event setups, and workspace ambience enhancement.
  - Maintain MIS, inventory records, and submit monthly reports to senior leadership.
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### **Admin Executive – Quess Corp Ltd**

*Apr 2018 – Feb 2025 | Noida*

- Managed daily operations across housekeeping, pantry, and security teams.
  - Ensured regulatory compliance and audit preparedness for licenses, fire safety, and hygiene.
  - Handled vendor contracts, procurement, billing, and timely payments.
  - Maintained asset trackers, stock reports, and executive-level support documentation.
  - Led a team of 20+ staff, training and scheduling for efficient shift operations.
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### **Admin – EXL Service India Pvt. Ltd.**

*Aug 2014 – Oct 2017 | Noida*

- Maintained facility trackers (POs, stock, assets, water supply).
  - Supervised horticulture, cafeteria operations, and pantry supply tracking.
  - Monitored housekeeping and hygiene, coordinated vendor billing and closures.
  - Supported training programs and prepared weekly cleanliness reports.
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### **Facilities Executive – Secure Well Pvt. Ltd. (Client: HCL Technologies)**

*Nov 2011 – Jun 2014 | Noida*

- Managed daily security duty rosters and vendor coordination.
- Prepared daily/weekly reports for client review.

- Oversaw cleaning, pantry stock, event support, and compliance audits.
  - Conducted staff training and managed consumables inventory.
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## EDUCATION

- **MBA (Pursuing)** – Amity University
  - **Bachelor's Degree** – IIMT College of Management
  - **Senior Secondary** – UP Board
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## TECHNICAL SKILLS

- MS Office (Excel, Word, PowerPoint)
  - ERP Systems (SAP, if applicable)
  - MIS Reporting & Tracker Management
  - Internet & Email Communication
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## PERSONAL DETAILS

- **Father's Name:** Lokesh Tyagi
  - **Marital Status:** Married
  - **Date of Birth:** 16 July 1987
  - **Nationality:** Indian
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## HOBBIES

- Playing Cricket | Singing | Watching Movies