



YASHWANT NEGI

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PERSONAL PROFILE

An enthusiastic and high-energy driven professional, targeting senior level assignments in General Administration & Facility Management with an organization of repute

CORE COMPETENCIES

- General Administrative Functions
- Facility Management
- Project Planning & Execution
- Policy Formulation & Implementation
- Infrastructure Management
- Vendor Management
- Negotiation
- Transport Management
- Cost & Budget Optimization
- Inventory Management
- Team Management
- Cafeteria and Guest House Management
- Relationship Management
- Operations Management
- Performance & Resource Management
- MIS Reporting & Documentation

CAREER TIMELINE

Alstom Transport India Ltd, Nagpur,
Maharashtra
(Since Oct 2022)

Alstom Manufacturing India Pvt Ltd,
Saharanpur, UP
(Sep 2016 - Oct 2022)

Alstom Power & Alstom Project India
Limited
(Oct 2007 - Sep 2016)

Carzonrent India Pvt. Ltd., New Delhi
(Nov 2006 - Oct 2007)

Life Care Service Pvt. Ltd. (Les Concierges),
New Delhi
(May 2005 - Oct 2006)

Executive Summary

- **Dynamic Leadership:** Over 16 years of experience in **General Administration, Facilities Management, Stakeholder Engagement, Cross-functional Coordination, and People Management.**
- Directed teams across Alstom Power, Manufacturing, and Transport across **32 acres.**
- Orchestrated seamless operations in **301,346 sqft** of corporate office enhancing efficiency through innovative **resource utilization.**
- Led teams of **50+ to 120+ personnel**, fostering **collaboration** and **excellence** in diverse industrial environments.
- Restructured **cleanliness** and **health facilities**, delivering comprehensive services in **housekeeping, cafeteria management, and maintenance.**
- Managed **procurement, security, budgeting, transportation logistics, and facility maintenance** with expertise.
- Negotiated **cost-effective contracts**, enhancing **service delivery** and reducing expenses.
- Established strong relationships with **Indian Railways** and government bodies, ensuring **regulatory compliance.**
- Implemented **process improvements** and **automation**, enhancing operational efficiency.
- Managed **housekeeping, security, maintenance, and utilities**, ensuring high standards and compliance.
- Fostered a **culture of accountability, continuous improvement, and innovation.**
- Strong in **budgeting, cost control, and financial reporting**, driving organizational **profitability.**

Work Experience

Alstom Transport India Ltd, Nagpur, Maharashtra
Manager Administration & Facility (Since Oct 2022) Manufacturing Depot

Key Result Areas:

- **Strategic Facility Management Leadership:** Orchestrated management of 696,960 sq ft with a team of 45, overseeing 750 staff, including contractors and Indian Railways personnel.
- **Comprehensive Administrative Oversight:** Directed meticulous administrative functions, including facilities management, procurement, vendor relations, travel coordination, and equipment maintenance for peak efficiency.
- **Strategic Blueprint Execution:** Crafted and executed plans to fortify operational efficacy, optimizing resource utilization.
- **Meticulous Manpower Planning:** Oversaw all HR functions, from recruitment to development, ensuring a skilled workforce.
- **Quality Assurance and Contract Management:** Maintained high work standards, managed contracts, and conducted thorough inspections.
- **Resource Allocation and Supervision:** Judiciously allocated and supervised financial and physical resources for optimal facility management.
- **Strategic Collaboration with Executives:** Collaborated with executives to actualize strategic objectives and plans for sustained growth.
- **Operational Efficiency Enhancement:** Identified and addressed operational inefficiencies, implementing streamlined processes and overseeing various audits.
- **Leadership and Guidance:** Provided strong leadership, fostering accountability and innovation among staff.
- **Regulatory Compliance Management:** Ensured full compliance with statutory obligations and coordinated with relevant authorities.
- **Financial Planning and Reporting Mastery:** Masterminded budgeting and financial reporting, supporting organizational growth objectives

Achievements:

- Successfully managed the inauguration ceremony of the E-LoCo Govt Depot, officiated by Honorable Prime Minister Shri Narendra Modi.
- Designed and implemented **administration policies** to streamline work procedures and processes at the Govt Depot E-LoCo Site.
- Introduced **cost-saving programs** and systems to enhance operational efficiency.

EDUCATION

- **MBA:** National Institute of Management Solution (2016-2018)
- **BA:** Hemvati Nandan Bahuguna Garhwal University (1999-2002)
- **SSC** CBSE Board Kedriya Vidhyalaya Roorkee (1996-1997)
- **HSC** : CBSE Board Kedriya Vidhyalaya Roorkee (1998-1999)

SOFT SKILLS

- Team Leadership
- Analytical
- Problem-solving
- Communicator
- Critical Thinking
- Change Management
- Time management
- Customer Service Orientation
- Adaptability and Flexibility

PERSONAL DETAILS

Date of Birth: 1st March 1982

Languages Known: English, Hindi

Present Address : B12/1 West Vinod Nagar,
New Delhi – 110092

- Contributed to improving **SLA operations**, establishing guidelines, and driving **cost reductions** for overall performance enhancements.
- Implemented systems ensuring **99.9% uptime** for all facilities support across operations within predefined budgets.

Alstom Manufacturing India Pvt Ltd E-loco Division, Saharanpur, UP Manager Administration (Sep 2016 - Oct 2022)

Key Result Areas:

- **Facilities and Team Supervision:** Managed 696,960 sq ft and supervised 65-member team overseeing 850 employees.
- **Admin and HR Oversight:** Managed admin and HR functions for corporate and construction sites, ensuring policy compliance and welfare activities.
- **Construction Site Management:** Oversaw commissioning for integrated sites, focusing on infrastructure planning.
- **Budgeting and Procurement Management:** Supervised budgeting, procurement, and sourcing to ensure business continuity and security measures.
- **Facility Guidelines Formulation:** Formulated guidelines for security, fire protection, and housekeeping to maintain high standards.
- **Event Coordination and Cost Savings:** Coordinated events, travel, and cost-saving initiatives, fostering strategic partnerships.
- **Procurement Process Management:** Managed procurement processes, ensuring timely payments and maintaining supplies/services.
- **Cafeteria Food Services Management:** Ensured quality food services, monitored food quality, and conducted facility audits.
- **Office Setups and Asset Management:** Finalized new office setups, managed contract renewals, and maintained asset records.
- **Wellness Activities Management:** Managed and supported wellness activities for employees.

Achievements

- Played a pivotal role for the setup of **Green Field Project**, Depot, Guest House, and Training Hostel, driving operational excellence.
- Effectively orchestrated the **E-Loce Depot event/visit** in the presence of Honorable Railway Minister **Shri Ashwini Vaishnaw** at Saharanpur Depot.
- Spearheaded operational efficiency in setting up new facility significantly contributing to profitability.
- Streamlined administrative processes for **PAN India operations**, resulting in significant **cost savings**.

Alstom Power & Alstom Project India Limited Corporate Office Administrator (Oct 2007 - Sep 2016) Delhi & Noida UP

Key Result Areas:

- **Team Leadership and Infrastructure Management:** Orchestrated a proficient team of 110+ facility personnel, overseeing operations across two expansive commercial towers spanning 301,346 square feet.
- **Corporate Office Administration:** Spearheaded comprehensive initiatives encompassing housekeeping, transport logistics, and vendor development, ensuring seamless operations.
- **Rigorous Compliance Oversight:** Directed compliance protocols for a diverse transport fleet of buses and rental vehicles, alongside managing operations of two bustling cafeterias.
- **Advanced Administrative Systems Implementation:** Engineered the implementation of an advanced MIS, optimizing processes for billing, payments, and administration budgeting.
- **Strategic Project Planning and Government Liaison:** Coordinated project planning efforts and cultivated vital government office alliances, ensuring regulatory compliance and operational efficiency.
- **Efficient Expansion Initiatives:** Established new offices in the Delhi NCR region, guaranteeing smooth transitions and uninterrupted business operations.
- **Standardization of Housekeeping Protocols:** Implemented and standardized cutting-edge housekeeping systems, enhancing workplace efficiency and ambiance.
- **Strategic Partnership Cultivation:** Negotiated contracts, finalized agreements, and supervised infrastructure setup, maximizing resource utilization and fostering organizational growth.

Achievements:

- Achieved an **99.9% improvement** in corporate offices efficiency through the implementation of **SLA/KPI housekeeping policies**.
- Successfully managed crises and emergencies mock drills.
- Instrumental in setting up new offices in **Delhi NCR**.
- Streamlined vendor management processes, resulting in significant **cost savings**.