ASHISH ANDREW DAUD

Location: Bengaluru
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Experienced administrative professional with over 10 years of experience in school operations, office management, and facility support. Proven expertise in coordinating administrative functions, managing records, supporting academic operations, and ensuring smooth daily workflows.

Core Competences

- Facility Management
- Office Administration
- Customer Support
- Inventory Management

Professional Experience:

Senior Executive – Facilities
***GIG International School, Bengaluru* | Oct. 2024 – Present**

- Oversaw day-to-day facility operations while supporting administrative activities across departments.
- Managed housekeeping, security, pest control, and gardening teams to maintain a safe and clean school environment.
- Coordinated inventory and asset tracking to support academic and support staff needs.
- Assisted with vendor management, budgeting, and procurement of school supplies and services.
- Supported front office tasks, visitor management, and scheduling as needed.

Office Assistant
***Boys' High School & College, Prayagraj* | Apr. 2019 – Jan. 2024**

- Managed procurement, storage, and distribution of office supplies, improving efficiency and reducing costs.
- Upheld confidentiality protocols, ensuring data protection and compliance.
- Built strong relationships with stakeholders, ensuring seamless communication across departments.
- Organized and conducted examinations, ensuring smooth logistics and adherence to academic standards.
- Led planning and execution of school events, overseeing logistics, resources, and staff for successful implementation.

Office Assistant
***Bishop Johnson Girls' School & College, Prayagraj* | Oct. 2014 – Mar. 2019**

- Collaborated with various departments to streamline administrative processes and enhance overall efficiency.
- Managed logistics for internal events, including scheduling, resource allocation, and ensuring smooth execution.
- Ensured compliance with educational regulations through meticulous document management and record-keeping, maintaining up-to-date and organized files.

Associate – Liner Operations
***Maersk Line, Pune* | Sep. 2013 – Sep. 2014**

- Managed container loading and discharging operations across 44 global ports, with a focus on the Gulf countries.
- Coordinated the smooth transit of cargoes from origin to destination, enhancing operational efficiency and customer satisfaction.
- Utilized advanced logistics tools to ensure critical shipping documents reached terminals ahead of deadlines.
- Checked documents for different types of containers to get containers loaded within the time limit.

Education:

Post Graduate Diploma in Management (PGDM)
Accurate Institute of Management & Technology, Greater Noida | 2011 – 2013

Major: International Business | ***Minor:*** Marketing

Bachelor of Commerce (B. Com)
Chhatrapati Shahu Ji Maharaj University, Kanpur | 2008 – 2011

Projects:

Adani Port Private Limited, Mundra, Gujarat

- Acquired hands-on experience in managing Coal, Liquid, and Container terminal operations.
- Learned vessel berthing processes and other critical logistics operations.