Ashutosh Sharma
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Professional Summary

Highly disciplined and results-driven administrative professional with over 20 years of distinguished service in the Indian Navy, bringing extensive expertise in managing campus-style environments, messes, and residential facilities. Adept at leading large teams, overseeing daily operations, and maintaining high standards of hygiene, safety, and infrastructure upkeep. Proven track record in coordinating facility management, mess operations, and vendor contracts with military-grade efficiency. Now seeking to contribute these strengths to a dynamic academic institution like LNMIIT Jaipur.

Core Competencies

- Campus & Estate Administration
- Mess & Food Service Oversight
- Unit Line & Residential Area Management
- Housekeeping & Sanitation Supervision
- Contract & Vendor Management
- Staff Scheduling & Team Leadership
- SOP Development & Compliance
- Facility Safety & Hygiene Standards
- Inventory Control & Asset Management
- Multi-Department Coordination

Professional Experience

Indian Navy
Senior Administrative & Facility Manager
Feb 2005 – Feb 2025 | India

Key Responsibilities:

- Managed campus-style facilities for 500+ personnel, including messes, residential quarters, and support infrastructure.
- Oversaw daily mess operations—meal planning, hygiene audits, and staff performance—ensuring seamless service delivery.
- Led maintenance and upkeep of unit lines, ensuring prompt resolution of plumbing, pest control, and civil works issues.
- Directed third-party contracts for sanitation, catering, and housekeeping services, maintaining compliance with strict quality benchmarks.
- Conducted regular inspections to ensure adherence to hygiene and food safety protocols.
- Maintained meticulous inventory of supplies and provisions, optimizing usage through forecast-based planning.
- Supported administrative protocols for events, VIP visits, and internal programs involving campus facilities.

Key Achievements:

- Achieved five consecutive years of zero non-compliance in hygiene and maintenance audits.
- Successfully led renovation projects in mess and unit lines with zero disruption to daily services.
- Trained 50+ personnel in mess and facility operations—many now serving in leadership roles.
- Officially recognized for excellence in campus administration by naval command leadership.

Education

Post Graduate Diploma in Business Management (Operations)
Narsee Monjee Institute of Management Studies

Bachelor of Science in Aeronautics (Avionics)
Cochin University of Science and Technology

Diploma in Electronics Engineering
Naval Institute of Aeronautical Technology

Certifications

- **Business Administration**
  Indian Institute of Management (IIM), Shillong
- **Military Management**
- **Military Leadership**

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
- SAP MM / Similar ERP Tools
- Facility & Operations Dashboards
- SOP Design & Implementation

Awards & Commendations

- **Commendation –** ***Flag Officer Commanding-in-Chief, Western Naval Command***
- **Appreciation –** ***Flag Officer Naval Aviation***

Additional Information

- Strong experience managing residential and institutional campuses
- Skilled in planning, team coordination, and resource optimization
- Fluent in English and Hindi
- Open to relocation to Jaipur or nearby areas