

## Curriculum Vitae

**ASHOK DAHIYA**

*(Air Veteran – Senior Administration, Security, Transport & Facilities Management)*

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## **CAREER OBJECTIVE**

Looking for a challenging position as **Admin Officer, Security Officer, Estate Manager, Sales Manager**, where my **vast organisational skills** and **personal efficiency** will add value towards the organisation.

## **PROFILE SUMMARY**

- **Mission-focused leader** with extensive experience in **general administration, security operations, mechanical transport, crash firefighting** and **facility management**.
- **7 years' entrepreneurial experience** running a **wholesale business** in sanitaryware and hardware across Gurgaon and nearby cities.
- Skilled in **policy formulation, vendor management, infrastructure upkeep, and procurement**.
- Adept at managing diverse teams, ensuring **operational compliance**, and leading **high-pressure missions**.
- Proficient with **CCTV, laser night vision systems, DVRs**, and other modern security equipment.

## **CORE COMPETENCIES**

- **General Administration & Liaison**
- **Security & Vigilance Operations**
- **Transport Fleet Management**
- **Fire & Safety Management**
- **Facility Operations (Soft & Hard Services)**
- **Procurement & Inventory Control**
- **Business & Sales Operations**
- **Vendor Negotiation & Contract Management**

## **SERVICE DETAILS**

**Organisation:** Indian Air Force  
**Date of Joining:** 07 Oct 1988  
**Last Rank:** Sergeant (MACP)  
**Date of Retirement:** 31 Oct 2017  
**Last Salary Drawn:** ₹7+ Lakh per annum

## PROFESSIONAL EXPERIENCE

### **Owner / Proprietor – Wholesale Sanitaryware & Hardware Business**

*Gurgaon & Nearby Cities | Nov 2017 – Present*

- Established and managed a **wholesale supply business** catering to **retail outlets, contractors, and institutional clients**.
- Handled **procurement, inventory, vendor relationships, and distribution logistics**.
- Managed **client accounts**, negotiated pricing, and ensured timely deliveries.
- Created invoices/bills and realization of payments.
- Built a strong **network in the construction and building materials market**.
- **Experience in real estate and construction work, arranging of plumbers, electricians, mistri and hiring of casual labour etc.**

### **Indian Air Force – Sergeant (Mechanical Transport)**

*Oct 1988 – Oct 2017*

- Directed **general administration, transport fleet operations, and facility services** at multiple IAF bases.
- Oversaw **crash fire-fighting and rescue operations**; handled emergencies of any scale.
- Managed **security, accommodation, mess facilities, and procurement processes**.
- Supervised **construction, maintenance, and upkeep of infrastructure**.
- Coordinated large-scale **store movements, inventory control, and tendering**.
- Ensured **compliance with industrial laws** and maintained harmonious employee relations.

## EDUCATION & TRAINING

**Graduation** – Indian Air Force

**Associate Degree in Science** – IGNOU

**Diploma in Automobile** – IGNOU

**Certificate in Security Management of Strategic Installations** – IGNOU

**Basic Computer Skills & MS Office**

## KEY STRENGTHS

**Self-starter**, disciplined, and results-driven.

Ability to work **long hours under pressure**.

Excellent **communication and public relations** skills.

Proficient in **driving all types of motor vehicles**.

## PERSONAL DETAILS

**Date of Birth:** 20 Jan 1970

**Marital Status:** Married (Two children)

**Languages:** English, Hindi

**Joining Time:** Immediate

**(Ashok Dahiya)**