

1 Professional Summary

Procurement Administrator with over 10 years of experience in coordinating material procurement, logistics, and vendor management for construction and interior design projects. Skilled in ERP systems (SAP, Tally, QuickBooks) and ensuring compliance with ISO and regulatory standards. Proven ability to streamline procurement processes, track delivery schedules, and support cross-functional teams to meet project timelines. Fluent in English, Urdu, Hindi, and Telugu, with a strong background in documentation and subcontractor coordination.



2 Professional Experience

Procurement Administrator

Apr 2025 – to till date. Pro Grow Construction Services, Khobar, Saudi Arabia

- Lead coordination with project and quality teams to prepare technical submittals, track non-conformance, and maintain QMS documentation.
- Oversee procurement documentation for construction projects, ensuring compliance with regulatory and ISO audit requirements.
- Collaborate with vendors to secure timely delivery of materials, optimizing supply chain efficiency.
- Key Projects: Commercial Tower Fit-Out, Riyadh, KSA; Hospital Expansion Support, Hyderabad, India; Interior Renovation, Multinational Office, Dammam.

EXPORT & Administration Manager

Registrar Corp (US), Hyderabad, India

Jan 2020 – Mar 2025

Export Management

- **Develop Export Strategies:** Plan and execute strategies to expand the international market presence and achieve sales targets.
- **Market Research:** Identify and evaluate new global markets for business opportunities.
- **Regulatory Compliance:** Ensure adherence to international trade laws, customs regulations, and export controls (e.g., Incoterms, tariffs).
- **Order Processing:** Manage the export process from order receipt to delivery, including documentation (invoices, landing bills, certificates of origin).
- **Logistics Coordination:** Collaborate with freight forwarders, shipping lines, and customs brokers for timely and cost-effective shipments.
- **Risk Management:** Mitigate risks related to currency fluctuations, trade restrictions, and geopolitical issues.
- **Customer Relations:** Negotiate contracts and maintain relationships with international clients, distributors, and agents.
- **Issue Resolution:** Address shipment, quality, or documentation disputes with overseas partners.
- **Financial Oversight:** Manage export pricing, payment terms (e.g., letters of credit), and foreign exchange transactions.
- **Cost Monitoring:** Track export-related expenses (shipping, insurance, duties) to ensure profitability.
- **Reporting:** Prepare financial and export performance reports for management.

Administration Management

- **Office Operations:** Oversee daily administrative tasks, including record-keeping, office supplies, and facility management.
- **Team Supervision:** Lead and manage administrative and export staff, assigning tasks and ensuring performance standards.
- **Process Optimization:** Streamline administrative and export workflows for efficiency and cost savings.
- **Data Management:** Maintain accurate records of export transactions, contracts, and administrative activities.
- **Policy Implementation:** Enforce company policies and procedures across administrative and export functions.

- **Vendor Coordination:** Manage relationships with office vendors and service providers (e.g., IT, maintenance).
- **Budget Management:** Oversee administrative budgets and control operational costs.
- **Compliance:** Ensure administrative processes comply with local labor laws and company regulations.
- **Support Functions:** Provide administrative support to other departments, such as HR or finance, as needed.

Admin Manager

Mar 2011 – Dec 2019

Aesthetic of Interior Academy, Hyderabad, India

- Oversaw daily administrative activities to ensure efficient and smooth office operations.
- Managed office supplies, equipment, and inventory, ensuring availability and cost-effectiveness.
- Recruited, trained, and supervised administrative staff, assigning tasks and monitoring performance.
- Developed and implemented administrative policies to streamline workflows and enhance productivity.
- Assisted in preparing and managing departmental budgets for administrative expenses.
- Coordinated company events and special projects, such as office relocations and system upgrades.
- Key Projects: Training Center Interior Setup, Gachibowli; Model House Display Units, Real Estate Expo Projects.

Sales Manager

Mar 2009 – Mar 2011

Beacon Global IT Services, Hyderabad, India

- Developed and implemented sales strategies to achieve company revenue and growth targets.
- Recruited, trained, and mentored sales team members to enhance performance.
- Built and maintained strong relationships with key clients to foster long-term loyalty.
- Oversaw sales processes, including lead generation, prospecting, and deal closure.
- Collaborated with marketing and product teams to align strategies and improve offerings.

Customer Support Executive (Sales)

Jan 2007 – Feb 2009

National Bankcard Solutions INC, Hyderabad, India

- Responded to customer inquiries via phone, email, and chat, providing accurate product and service information.
- Identified customer needs and recommended products to drive sales and achieve targets.
- Processed orders, refunds, and cancellations efficiently while updating CRM records.
- Maintained in-depth product knowledge and adhered to company policies and data protection regulations.

3 Education**MBA, Marketing & Finance**

2006

Cambridge Intercontinental University, Hyderabad, India

B. Com, Computers

2004

Osmania University, Hyderabad, India

4 Skills

- Procurement and Supply Chain Management

- ERP Systems: SAP, SD, Tally, QuickBooks
- Office Tools: MS Office Suite, PDF Editors
- Systems: Windows Server, Windows XP
- Vendor Management and Logistics Coordination
- ISO and Regulatory Compliance

5 Languages

- English (Fluent)
- Urdu (Native)
- Hindi
- Telugu

6 Additional Information

- Nationality: Indian
- Iqama Status: Transferrable.