

FATHIMA NIYALA

PROCUREMENT SPECIALIST

IQAMA STATUS

- Transferrable Iqama

CONTACTS

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📍 Khobar, Saudi Arabia

EDUCATION

2023

RST FORUM

- CCNA

2021-2024

AMITY UNIVERSITY

- Bachelor of Computer Application

SKILLS

- Microsoft Word & Excel
- SAP Ariba
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Project Management

PROFILE SUMMARY

Results-driven and detail-oriented Business Administrator and Procurement Specialist experience optimizing business operations, managing procurement cycles, and implementing cost-effective sourcing strategies. Proven track record in streamlining administrative processes, negotiating supplier contracts, and driving organizational efficiency. Adept at cross-functional collaboration, vendor management, and ensuring compliance with procurement policies

WORK EXPERIENCE

CROWN GULF GENERAL CONTRACTING

Procurement Specialist & Administrator

- Negotiated supplier contracts, securing cost savings while ensuring product quality and adherence to delivery schedules.
- Managed the end-to-end procurement cycle, including supplier selection, issuing RFQs, processing purchase orders, and handling invoicing.
- Developed and maintained strong vendor relationships to ensure reliable supply and favorable commercial terms.
- Utilized SAP for procurement data management, RFQ tracking, and generating analytical reports.
- Prepared key documentation such as purchase orders, delivery notes, quotations, project completion certificates, timesheets for clients, and service agreements.
- Oversaw project financials by maintaining detailed expense sheets, tracking vendor payments, and managing client payment schedules.
- Maintained monthly salary sheets and accommodation records for employees.
- Drafted and issued offer letters for new hires, supporting HR and recruitment processes.

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PROCUREMENT SPECIALIST

LANGUAGES

- English: Fluent
 - Hindi: Fluent
 - Malayalam: Fluent
 - Arabic: Basic
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TAHATAN HOLDING COMPANY

Business Administrator / Operation Executive

- Vendor Management & Partnerships: Coordinated with external vendors , suppliers to establish & maintain partnerships , ensuring operational collaboration.
- Customer Relationship Management & maintaining sales report : Maintained strong customer relationships through regular follow-ups, taking feed backs& problem-solving. Resolving inquiries via phone& email. Prepared daily detailed sales report , tracking key performance of each employee.
- Payment Slip Processing: Managed the preparation & filing of payment slips, recording transaction details, payment amounts, & customer information to ensure proper documentation & smooth financial operations
- Quotation Making: Prepared quotations for clients, including price, terms, conditions for goods & services, ensuring clear & accurate documentation
- Successfully launched and managed multiple cross-channel campaigns, including digital marketing, social media, and traditional advertising, resulting in improved customer acquisition and retention rates.

KING FAHD SCHOOL

Administrative Coordinator

- Coordinated through calls, delivering messages to staff & communicating with customers giving introduction & explaining admission procedures.
 - Executed record filling system to improve document organization. Maintained databases to track and record customer data on excel.
 - Handling fee collection , making daily sheets and maintaining SOA of every month. Overseeing operations of school & rechecking academic planner
 - Ensuring that all employees follow the school policy & procedures Ability to handle variety of tasks and learn new systems quickly.
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