

SAUD QURESHI

ADMINISTRATION MANAGER

Highly organized Administrative Manager with 8+ years of experience overseeing office operations, optimizing workflows, and managing cross-functional teams. Expertise in office administration, facilities management, vendor coordination, budgeting, and process improvement. Proven ability to enhance organizational efficiency, streamline administrative processes, and drive cost-effective solutions.



+966 536 789 693



saudiqbalqureshi@gmail.com



Riyadh, KSA



Transferrable Iqama

EDUCATION

2012-2014

Osmania University

Masters in Business Administration

2009-2012

Osmania University

Bachelors in Commerce

SKILLS

- Office Administration & Operations
- Vendor & Procurement Management
- Budgeting & Cost Control
- Compliance & Policy Implementation
- Executive Support & Event Coordination
- Record-Keeping & Data Management

WORK EXPERIENCE

Administrative Manager

Google Operations Center, Hyderabad, India,
2020-2024

- Oversee end-to-end administrative operations, ensuring smooth workflow across departments.
- Develop and implement cost-saving initiatives, reducing administrative expenses by 20%.
- Manage vendor contracts, procurement, and office supplies, ensuring operational efficiency.
- Supervise a team of administrative assistants, providing training and performance management.
- Maintain corporate compliance, ensuring adherence to local labor laws and company policies.

Senior Administrative Coordinator

Accenture, Hyderabad, India, 2019-2020

- Managed office administration, including facility maintenance, record-keeping, and procurement.
- Spearheaded document management system automation, reducing paperwork by 30%.
- Coordinated executive meetings, travel arrangements, and corporate events.
- Led a workflow optimization project, increasing administrative efficiency by 15%.
- Handled office space planning, enhancing workspace utilization for 500+ employees.

Administrative Supervisor

Genpact India Pvt. Ltd, Hyderabad, 2018-2019

- Supervised daily office operations, ensuring seamless administrative support.
- Managed vendor negotiations, reducing procurement costs by 12%.
- Coordinated internal audits and maintained compliance with corporate policies.
- Developed onboarding programs for new hires, improving integration and productivity.
- Handled payroll processing support, ensuring accuracy in employee records.

Administrative Coordinator

Cognizant Technology Solutions India Pvt. Ltd , Hyderabad, 2018-2018

- Assisted in administrative task execution, supporting senior management.
- Managed employee records, ensuring accurate documentation and compliance.
- Scheduled meetings, prepared reports, and handled correspondence for executives.
- Organized office logistics, including inventory control and facility maintenance.

Administrative Associate

IBM India Pvt. Ltd, 2015 - 2017

- Provided administrative support, ensuring smooth office operations.
- Maintained databases, reports, and documentation for management review.
- Assisted in event planning, travel arrangements, and office maintenance.
- Coordinated office supplies procurement, ensuring cost-effective purchases.