




Mohammad Anas

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Professional Summary

Experienced Administrator with 4+ years of expertise in SAP support, procurement, and vendor management. Proven ability to streamline administrative processes, improve system efficiency, and ensure compliance with company policies and regulatory standards. Skilled in troubleshooting, contract management, and maintaining accurate records.

Professional Experience

Administrator

Shanamin – Dammam, Saudi Arabia | *January 2025 – Present*

- Managed administrative tasks and vendor registration in SAP, ensuring smooth onboarding and compliance.
 - Provided SAP support and troubleshooting, enhancing system performance and user satisfaction.
 - Oversaw procurement processes, contract management, and documentation, ensuring accuracy and efficiency.
 - Ensured compliance with company policies and regulatory standards.
 - Maintained accurate records and streamlined workflow efficiency, reducing operational delays.
 - Coordinated vendor communications and resolved operational issues promptly.
 - Assisted in improving system processes and administrative procedures to boost efficiency.
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Education

Bachelor of Science in Computer Science and Engineering

[Your University Name], [Your Location] | *Graduation Year*

Skills

- **SAP Administration** – Vendor registration, system maintenance, and troubleshooting
 - **Procurement Management** – Contract handling and documentation
 - **Compliance & Policy Adherence** – Ensuring operational alignment with company standards
 - **Communication & Coordination** – Managing vendor relationships and resolving issues
 - **Process Improvement** – Enhancing administrative and system processes
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Technical Proficiency

- SAP ERP
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Procurement and contract management systems
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Languages

- English – Fluent
 - Arabic – Proficient
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