



KAMLESH J. PRAJAPATI

CURRICULUM VITAE

MANAGEMENT OFFICE, PURCHASING, OPERATIONS & ADMINISTRATION PROFESSIONAL

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Management Office | Purchasing | Administration & Operations | Employee Support |

Professional Profile

- ❑ A competent and diligent professional with **over 19 years of rich experience** in managing the entire gamut of Management Office & General Administration implementing measures/modifications in the operating procedures to optimize resources.
- ❑ Responsible to managing and prioritizing multiple assignments simultaneously under minimal supervision while completing assignments accurately and timely.
- ❑ liaising with suppliers across the business to align the purchasing process with sales objectives and overall business strategy.
- ❑ Responsible for ensuring that Purchase Orders are raised and approved, goods and services are received, and orders are receipted in a complete, accurate and timely manner.
- ❑ Deft in managing the wide spectrum of administrative tasks including maintenance of office equipment, housekeeping management, meeting arrangement, staff attendance, leave records, stationery records, Inward and outward mails, and coordination between business units and offices.
- ❑ Proficient in coordinating & interfacing with outside agencies, vendors & various departments to maintain friendly relations. Resourceful at motivating team members to excel in the learning process and provide a high level of quality & service.
- ❑ Skilled in observing, implementing, and controlling office hygiene, tidiness, orderliness, waste of stationery, absenteeism/ late reporting of staff and workers. Exceptionally well organized with a track record that demonstrates self-motivation, creativity, and initiative to achieve both personal and corporate goals.
- ❑ Excellent interpersonal, analytical & negotiation skills with a proven track record of delivering quality results. An effective communicator combined with a flexible & detail-oriented attitude. Ability to handle multiple functions and activities in a high-pressure environment.

Key Skills

Top Office
Management

Purchasing

Operations &
Administration

Planning & Co-
ordination

Human
Resources
Operations

Professional Contour

Aug-2022 - Present: Alhasawi Group - Kuwait as an Executive Secretary of CEO (Management Office)

Detailed Key Roles:

- ☐ Provide comprehensive administrative support to the CEO, General Manager, and senior management, including meeting scheduling, agenda preparation, and minute-taking.
- ☐ Coordinate complex domestic and international travel for top management, including visa/passport processing, transportation, accommodation, and last-minute changes.
- ☐ Manage purchasing operations end-to-end — from sourcing and negotiating with suppliers to purchase order management, shipment coordination, and timely stock receipt.
- ☐ Collaborate with freight forwarders and couriers for shipment collection, documentation, and clearance, ensuring lead times are met and urgent orders expedited.
- ☐ Develop and maintain strong relationships with suppliers, vendors, and service providers, driving cost savings and process improvements.
- ☐ Oversee logistics, hotel bookings, and local transportation arrangements for visitors and employees.
- ☐ Process travel expense reimbursements accurately and on time.
- ☐ Utilize Oracle, Microsoft Dynamics, and MS Office Suite to prepare reports, correspondence, presentations, and maintain records, databases, and filing systems.
- ☐ Manage office operations including diary management, document handling, and incoming/outgoing mail distribution.

Dec-2015 – June-2022: Alghanim International General Trading & Contracting Co. W.L.L - Kuwait as a Secretary of General Manager and Office Manager for Group President

Detailed Key Roles:

- ☐ Provided administrative support to General Manager including Group President, Senior Directors, and management staff.
- ☐ Provided administrative support to the General Manager, Group President, Senior Directors, and management staff.
- ☐ Coordinated on-site activities for visiting customers and employees, including logistics, hotel accommodation, and local transportation.
- ☐ Answered calls and served as a liaison between departments and external contacts.
- ☐ Used Microsoft Office Suite (Word, Outlook, PowerPoint, Excel, Access) to prepare correspondence, presentations, reports, and maintain records, spreadsheets, and databases.
- ☐ Managed filing and office systems, including diary management, appointment scheduling, and both paper-based and digital document organization.
- ☐ Sorted and distributed incoming and outgoing mail.

Oct 2014 – Nov 2015: Sadeer General Trading & Contracting Co. W.L.L - Kuwait as a Project Secretary

Project – 1)	HONDA MOTORCYCLE & POWER PRODUCTS SHOWROOM – Al Rai; Kuwait
Owner	- Yusuf Ahmed Alghanim & Sons Co. W.L.L.
Consultant	- MIMAR (Dr. M.Y. AL-AWADHI Consultants)
Contractor	- Sadeer General Trading & Contracting Co. W.L.L.
Project – 2)	SHEIKH ABDULLAH AL-SALEM CULTURAL CENTRE – Maidan Hawally; Kuwait
Consultant	- NBC Eng. Consultant

Contractor - Alghanim International General Trading & Contracting Co. W.L.L.
Sub-Contractor- Sadeer General Trading & Contracting Co. W.L.L.

Detailed Key Roles:

- ☐ Corresponded and communicated on the company's behalf including checking & responding to the e-mails with strict confidentiality.
- ☐ Managed official correspondence on behalf of the company, including drafting, reviewing, and responding to emails with strict confidentiality to clients, consultants, and subcontractors.
- ☐ Prepared and processed all project-related transmittals, including daily reports, checklists, material delivery records, RFIs, shop drawings, specification comparisons, substitution requests, concrete casting reports, contractor schedule logs, payment applications, public liability accident reports, and site work instructions.
- ☐ Coordinated the submission and receipt of transmittals from consultants, ensuring accurate maintenance of the project log.
- ☐ Maintained both digital and hard copy archives of all transmittals for easy retrieval and compliance.
- ☐ Oversaw subcontractor documentation, ensuring timely updates and effective coordination.

June 2014 - Sept 2014: Molden Technical & Consulting Projects Co. W.L.L – Kuwait as an Administrative Assistant

Detailed Key Roles:

- ☐ Maintained daily project site manpower allocation records and managed TAB (Testing, Adjusting, and Balancing) instruments, including calibration reports and certificates.
- ☐ Received client inquiries, prepared quotations based on management estimations, and ensured timely responses.
- ☐ Prepared and updated project progress reports for management and stakeholders.
- ☐ Managed daily client correspondence via email and telephone to ensure smooth communication.
- ☐ Prepared and issued TAB profiles, compliance statements, reports, and formal letters for clients, contractors, and project submissions.
- ☐ Handled international shipments (Germany, France, Italy, Belgium, etc.) by coordinating with shippers and shipment agents to ensure timely delivery.
- ☐ Provided high-level administrative support, overseeing efficient operation of office equipment, communication tools, and office automation systems.
- ☐ Attended to customer inquiries via phone and in person, while supporting colleagues with internal requests.
- ☐ Improved workflow efficiency by studying processes, implementing cost-saving measures, and developing reporting procedures.
- ☐ Resolved administrative issues by preparing reports, analyzing data, and implementing solutions.
- ☐ Ensured proper functioning of equipment through preventive maintenance, repair coordination, inventory management, and evaluation of new equipment and techniques.

Apr 2008 – November 2013: Globe Detective Agency (P) LTD, Vadodara, Gujarat- India as Admin Executive

Designation Chronology:

April 2012 to Dec 2013	Admin Executive
April 2011 to March 2012	Office Executive
April 2010 to March 2011	Junior Officer (Records & Documents)
April 2008 to March 2010	Office Assistance

Detailed Key Roles:

- ❑ Responsible for overall office administration, HR functions, vendor management, and smooth office operations.
- ❑ Handled HR activities including recruitment, employee postings, uniforms, stationery, PF, and ESIC compliance.
- ❑ Designed and implemented efficient office management processes and HR policies to improve productivity and compliance.
- ❑ Managed administrative operations such as maintenance, utility contracts, procurement, disposal, travel arrangements, and recordkeeping.
- ❑ Maintained and distributed circulars, official invitations, newsletters, and event communications.
- ❑ Oversaw confidential correspondence, liaising with government authorities, clients, and external stakeholders.
- ❑ Provided high-level administrative support, ensuring effective use of office equipment, communication systems, transport, and office automation tools.
- ❑ Streamlined workflows and maintained records for assets, staff attendance, pantry, stock, courier, and dispatch services.
- ❑ Assisted HR in implementing payroll systems for 2,000+ employees, including online PF and ESIC management.

Notable Achievements

- ❑ Received “BEST PERFORMER AWARD” for the Year 2013 for fulfilling duties brilliantly and providing excellent support to various departments and management.
- ❑ Grew consistently in designation and level due to excellent performance over the years. Excelled in all departments that left no reason for HR department to hold growth.

Academia / Certifications

Bachelor's degree/higher diploma, Major Subject, HINDI

Minor Subject (PHILOSOPHY)

The Maharaja Sayajirao University of Baroda, Vadodara, India, April 2009

AutoCAD – (A+), Krishna Computers, Vadodara, India, Dec 2013

Standard First Aid, CPR and AED – From WATANIYA Environmental Services Co. Kuwait, May-2016

Secretarial Training Program – Alghanim International for Rental Equipment Co. W.L.L

IT Skills

Proficient user of MS Dynamics, Oracle, MS Word, Excel, Access, PowerPoint, MS Project.

Personal Details

Date of Birth: 15th March 1989
 Linguistic Knowledge: Arabic, English, Hindi, and Gujarati
 Nationality: Indian
 Civil Id No: 289031505183
 Driving License: Kuwait (Valid till 27-05-2030)
 Visa: 18 No. Article – Transferable