

Sarwar Ali

Business Operations Specialist

Iqama Status: Transferable

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Professional Summary

Results-driven Operations & Logistics Professional with expertise in administration, supply chain coordination, process optimization, and team supervision. Proven ability to streamline workflows, reduce costs, and enhance service quality across diverse industries.

Skilled in strategic planning, inventory management, and vendor negotiations, with a strong focus on delivering operational excellence and business growth. Adept at leading cross functional teams, implementing best practices, and ensuring compliance with safety and quality standards.

Professional Experience

Executive Operations and Maintenance

Apr-2024 to Oct-2025

Paradigm Footwear®

- Supervised and coordinated day-to-day operations and maintenance activities to ensure smooth and efficient workflow.
- Managed inventory of spare parts, tools, and materials, ensuring availability for timely maintenance work.
- Lead budget planning and cost optimization initiatives, achieving double-digit savings without compromising quality.
- Ensured proper functioning of machinery, utilities, and facilities through regular inspections and performance check.
- Implemented safety and quality standards in all operational and maintenance processes.

Assistant Operations and Administration

Oct-2021 to Jan-2024

Italian Intersole (pvt) Ltd

- Coordinated with internal departments and external vendors for procurement, logistics, and service requirements.
- Implemented process optimization strategies, reducing operational delays and enhancing productivity.
- Coordinated with suppliers and transporters to streamline procurement and delivery schedules, minimizing downtime.
- Utilized data-driven dashboards to track KPIs, enabling faster decision-making and performance reporting.
- Supported management in policy implementation, compliance audits, and operational risk mitigation.

Accounts and Office Coordinator

Nov-2019 to Mar-2021

Spartans Global (Pvt) Ltd

- Administered financial recordkeeping and vendor accounts, ensuring on-time settlements and cash-flow accuracy.
 - Negotiated and finalized vendor contracts, strengthening supplier relations and reducing operational expenses.
 - Coordinated between finance, procurement, and operations teams, driving transparency in workflows.
 - Managed internal audits and account reconciliations, identifying discrepancies and implementing corrective measures.
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Technical Skills

1-Operations and Logistics Tools: ERP System (SAP, Oracle NetSuite or Odoo), Inventory Management, Warehouse management system WMS, Supply chain Management system.

2-Data & Reporting Tools: Microsoft Excel (Advance formulas, Pivot Tables, Data analysis), Google Sheets and Google Workspace.

3-Administration & Office Tools: Microsoft Office Suit (Word, PowerPoint, Outlook), Document Management System (SharePoint), Digital Filing and record keeping Tools.

4-Process Optimization and Workflow Tools: Process Mapping and Optimization, Workflow Automation, Quality and Compliance Management System.

Soft Skills

- Operations Management
 - Project Coordination
 - Maintenance and planning
 - Team Leadership & Training and Time Management
 - Logistics & Supply chain
 - Strategic Planning
 - Customer Service Excellence
 - Workflow Optimization and Quality Assurance
 - Administration
 - Budget & Cost Control
 - Vendor & Supplier Relation
 - Problem Solving and Decision Making
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Key Achievements

- Achieved 15% cost reduction through process optimization and vendor contract renegotiation without compromising product quality.
- Enhanced employee engagement and retention by developing and mentoring a high-performance team.
- Designed and utilized data-driven dashboards for KPI tracking, enabling faster and more accurate decision-making.
- Strengthened supplier relationships and reduced operational costs by negotiating favorable contracts.
- Played a key role in digitizing workflows, enhancing productivity and collaboration across teams.

Education

BBA: Business management, Supply Chain & Marketing
University of Education, Pakistan

Sep-2015 to Sep-2019

Languages

English 

Urdu 