



TALHA SAJJAD

Supply Chain Professional

About Me

Dynamic Supply Chain Specialist with hands-on experience in procurement, logistics, and inventory management. Adept at optimizing processes, building strong supplier relationships, and driving operational efficiency.



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Chak # 102/6A-R, Harappa City
Punjab, Pakistan

Language

- English
- Urdu

Expertise

- Supply Chain Specialist
- Inventory Control Specialist
- Warehouse Manager
- Operation Manager
- Management Skills
- Leadership
- Time Management
- Microsoft Office

Experience

Punjab Probation and Parole Service - Government Punjab, Pakistan

2025 - Present

- **Administrative Support:** Assist with filing, data entry, report preparation, and organizing case documents.
- **Case Management Assistance:** Support officers in monitoring clients, updating records, and scheduling appointments.
- **Field Work:** Join officers on home or site visits (if permitted) and assist with note-taking and observations.
- **Research & Report Writing:** Research community programs, summarize findings, and help draft official reports.

Saggo Ginning & Oil Industries Manufacturer

2023

- **Logistics Management:** Managed logistics operations, transporting raw cotton and distributing products. Optimized routes to cut costs and speed up deliveries.
- **Inventory Control:** Balanced supply and demand by implementing inventory strategies to reduce waste and ensure timely raw material availability.
- **Data Analysis & Reporting:** Prepared reports analyzing operational efficiency, inventory turnover, and supplier performance.

Education

COMSATS University Islamabad (CUI)

Bachelor of Business Administration (BBA)

2020 - 2024

Specialization in Supply Chain Management

Skills Summary

Warehouse Management	<div style="width: 95%;"></div>	95%
Operations Manager	<div style="width: 97%;"></div>	97%
Office Coordinator	<div style="width: 98%;"></div>	98%
Management	<div style="width: 93%;"></div>	93%