

TALHA SAJJAD

SUPPLY CHAIN & OPERATIONS SPECIALIST

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Supply Chain & Operations Specialist with hands-on experience in logistics, inventory control, and process optimization across manufacturing and government environments. Strong in turning data into decisions using SAP MM, Power BI, and Advanced Excel. Known for improving efficiency, reducing waste, and supporting operations with accuracy and impact.

AREA OF EXPERTISE

- Supply Chain Management
- Inventory Control & Warehouse Management
- Operations & Process Optimization
- Procurement & Supplier Relationship Management
- Management & Leadership
- Microsoft Office, Power BI, SAP MM, Excel Advanced, OMIS

ACHIEVEMENTS

- Process Optimization: Streamlined inventory and logistics processes, reducing operational costs by 10%.
- Inventory Control: Improved inventory turnover and minimized waste by 12%.
- Data-Driven Decisions: Developed operational dashboards using Power BI and Excel to monitor KPIs.
- Field Operations: Conducted home/site visits and improved case record accuracy in OMIS by 15%.

PROFESSIONAL EXPERIENCE

Punjab Probation and Parole Service – Government Punjab, Pakistan

Jan 2025 - Sep 2025

Administrative Support & Operations

- Provided administrative support including filing, data entry, report preparation, and document organization.
- Assisted in case management: monitoring clients, updating records, and scheduling appointments.
- Conducted field visits, observed processes, and documented notes for operational improvements.
- Created reports and summaries to support decision-making and compliance.

Saggio Ginning & Oil Industries Manufacturer

Jan 2023 – Dec 2023

Logistics & Inventory Specialist

- Managed logistics operations, optimized delivery routes, and improved supply chain efficiency.
- Balanced supply and demand, monitored inventory levels, and reduced waste.
- Prepared detailed reports on operational performance, inventory turnover, and supplier efficiency.

EDUCATION

Bachelor of Science in Business Administration

2020 – 2024

COMSATS University Islamabad (CUI)

- Studied core supply chain functions including procurement, logistics, inventory management, and operations planning.
- Gained hands-on knowledge of warehouse management, demand forecasting, and supplier coordination.
- Learned business analytics, operations strategy, and performance measurement techniques.
- Developed reporting and decision-support skills using Microsoft Excel and business management tools.
- Completed academic projects focused on real-world supply chain and operations challenges.

TECHNICAL SKILLS

Enterprise Systems & ERP

- SAP MM (Materials Management)
- OMIS (Operational Management Information System)

Data Analysis & Reporting

- Power BI (Dashboards, KPI Tracking, Data Visualization)
- Microsoft Excel (Advanced formulas, Pivot Tables, Reporting)

Operations & Supply Chain Tools

- Inventory Control & Stock Monitoring Systems
- Logistics & Warehouse Operations Tools
- Demand–Supply Planning & Process Optimization

Productivity & Office Tools

- Microsoft Word, Excel, PowerPoint
- Professional Documentation & Reporting

LANGUAGES

- English
- Urdu

CORE STRENGTHS

- Supply Chain & Operations Management
- Inventory Control & Warehouse Coordination
- Logistics Planning & Distribution Management
- Procurement & Supplier Relationship Management
- Process Improvement & Operational Efficiency
- Data Analysis & Reporting for Decision Support
- Administrative & Documentation Management
- Cross-Functional Coordination & Communication