

SIDRA KHADIM

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Nationality: Pakistani
Age: 24
Gender: Female

SUMMARY

A passionate supply chain professional with a proven ability to optimize operations and drive efficiency. With expertise in logistics, procurement, and inventory management, I excel in identifying cost-saving opportunities and implementing innovative solutions. My strong analytical skills enable me to enhance processes and mitigate risks effectively, both domestically and internationally.

Currently based in Pakistan, available to relocate to Dubai with one-month notice.

WORK EXPERIENCE

Samad Apparel | Lahore, Pakistan **Sep 2023 - Present**
Executive - Sourcing & Procurement

Samad Apparel is one of the pioneer Fashion Garment Manufacturing Companies in Pakistan. They provide woven garments manufacturing services by maintaining the best quality.

- Identified and onboarded 3 new strategic suppliers, leading to a 20% increase in supply chain resilience and a 10% improvement in on-time delivery performance.
- Managed a portfolio of procurement contracts worth \$1 million, negotiating terms and conditions that resulted in an average cost savings of 12% per contract.
- Ensured compliance with procurement policies and regulations, achieving a 95% compliance rate and mitigating procurement-related risks.
- Utilized procurement software and tools to track key performance indicators such as cost savings, supplier performance, and contract compliance, generating monthly reports for senior management review.
- Collaborated with finance and inventory management teams to optimize inventory levels, reducing excess inventory by 15% and carrying costs by 10%.

Orient Cargo Services | Lahore, Pakistan **June 2023 - Aug 2023**
Executive - Export Operations

Orient Cargo is a full suite International Freight Forwarder in Pakistan with a global coverage, end-to-end logistics products and cutting-edge technology to provide integrated SCM solutions.

- Managed the end-to-end export process, achieving a 98% on-time delivery rate and reducing lead times by 20% through streamlined documentation and customs clearance procedures.
- Coordinated with freight forwarders, carriers, and customs brokers to negotiate favorable shipping rates, resulting in a 15% reduction in transportation costs while maintaining service levels.
- Prepared and reviewed export documentation with 100% accuracy, ensuring compliance with regulations and avoiding penalties or delays in shipments.
- Monitored shipment schedules and implemented proactive measures to address issues, resulting in a 25% reduction in shipment delays and associated costs.
- Stayed updated on international trade regulations, sanctions, and tariffs, ensuring 100% compliance with all applicable laws and regulations and mitigating regulatory risks.

DHA Lahore is “Nationally recognized corporate” organization that has endeavored to provide, to the people of Pakistan, an opportunity to live the innovative models of modern living.

- Assisted in procurement activities, including sourcing suppliers, obtaining quotes, and issuing purchase orders.
- Supported logistics operations by coordinating shipments, tracking deliveries, and managing documentation.
- Assist with inventory management tasks, such as stock level monitoring, cycle counting, and inventory reconciliation.
- Collaborated with cross-functional teams to gather data, analyze trends, and identify opportunities for process improvement.

Wilshire Pharmaceuticals | Lahore, Pakistan
HR Intern

May 2021 - July 2021

Wilshire Pharmaceuticals is a pharma marketing organization launched by professionals who have vast experience and expertise in pharma business.

- Assisted in the recruitment process by posting job openings, screening resumes, scheduling interviews, and conducting reference checks.
- Supported employee onboarding activities, including preparing new hire documentation, coordinating orientation sessions, and facilitating introductions to company policies and procedures.
- Assisted in employee relations activities, such as conducting exit interviews, addressing employee inquiries, and maintaining employee records.
- Supported HR administrative tasks, including data entry, file management, and maintaining HR databases and systems

EDUCATION

Bachelor of Business Administration

Sep 2019 - June 2023

Lahore Garrison University

- Majors in Supply Chain Management
- Final Year Project on “Business Model - Sandals with Interchangeable straps”
- Grade: 3.97/4.00
- Award: Gold Medal

ADDITIONAL INFORMATION

- **Technical Skills:** Supply Chain Management Software (SAP), Inventory Management Techniques, International Trade and Customs Compliance, Risk Management.
- **Languages:** English and Urdu
- **Certifications:** Outstanding Performance Certificates on academic and professional level.