

IQRA TAHIR

Supply Chain | Predictive Modeling, Sales & Operations Planning, Sourcing and Retail Operations

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PROFILE SUMMARY

Procurement professional with 2+ experience in managing large-scale retail inventory and supplier networks under unpredictable demand, supplier negotiations, and RFP Evaluation. Using Advanced Excel, predictive forecasting, and data-driven optimization. I take an analytical approach to operational constraints, communicate clearly from warehouse teams to corporate HQ, and am realistic about cost trade-offs. Currently interested in automated replenishment and predictive planning. Open to roles in Supply Chain Engineering, Demand Planning, and Procurement.

TECHNICAL SKILLS

Supply Chain Analytics: Demand Forecasting, Stochastic Optimization, Predictive Modeling, Quantitative Analysis, Demand Uncertainty

Strategic Procurement: Supplier Portfolio Optimization, MCDA (Multi-Criteria Decision Analysis), Vendor Management, Strategic Sourcing, PPRA Compliance Tender Evaluation

Logistics & Operations: Warehouse Operations, Inventory Control, Material Management, Capacity Planning, Distribution

Process Optimization: Lean Principles, Process Mapping, Continuous Improvement, Workflow Automation, Critical Thinking

Data Systems & Software: Advanced MS Excel (Pivot Tables, VLOOKUP, Dashboards), Google Sheets (Advanced Functions, Data Cleaning)

Domain & Execution: FMCG Retail, Supply Chain Documentation, Operations Reporting, Cross-Functional Collaboration

PROFESSIONAL EXPERIENCE

Cosmetics Procurement Officer

Punjab Cash & Carry HQ • Islamabad, Pakistan • Jan 2026 – Present

- Manage end-to-end procurement and inventory flow for **6,000+ active SKUs** across **200+ personal care and cosmetics brands**, orchestrating downstream supply logistics for **28 retail branches**.
- Cultivate and manage strategic relationships with **35+ external vendors, distributors, and manufacturing enterprises** to streamline procurement cycles and eliminate warehouse shortages.
- Analyze demand patterns and shelf-space velocity to optimize product assortment, driving a **10% reduction in dead stock** by proactively discontinuing non-performing and high-expiry SKUs.

Tender Coordinator Intern

NUST Research & Innovation Center • Islamabad, Pakistan • September 2024 • 2 weeks

- Evaluated RFP's and Tender submissions across NUST departments.
- Coordinated bid participation to secure contracts for multiple schools and faculties at NUST.

Marketing Intern

Oil & Gas Development Company Ltd. (OGDCL) • Islamabad, Pakistan • March 2024 – April 2024

- Observed weekly audit of commercial contracts and vendor compliance documentation weekly.

Operations Manager

Executive Lives Hostel • Multan, Pakistan • August 2017 – September 2019

- Directed full-scale facility logistics, daily resource planning, and service delivery for a **70-bed residential complex**.
- Administered operational budgets and strategic supply procurement to generate **7 - 9 Lac PKR in gross revenue per month** while eliminating utility and material waste by **~65%**.
- Led and cross-trained a **5-member operational staff team**, designing optimized shift schedules to maximize labor efficiency and ensure 24/7 service coverage.
- Managed client acquisition and customer relations, scaling occupancy rates by pitching safety infrastructure and cost-saving geographical advantages (zero-commute proximity to campus).

EDUCATION

Masters in Logistics and Supply Chain Management

National University of Sciences and Technology (NUST) • 2024 – Present

- **Thesis (In Progress):** "Stochastic multi-criteria supplier portfolio optimization for FMCG cosmetics Procurement under Demand Uncertainty"
- **Research Focus:** Designing probabilistic mathematical models and Multi-Criteria Decision Analysis (MCDA) frameworks to optimize vendor selection, Mitigation of Stockout Risks, and Stabilization of Procurement Cycles within Volatility Retail Markets.

Bachelor of Business Administration

Islamic International University (IIUI), Pakistan • September 2020 – June 2024

CGPA: 3.46