

Rose Twinomuhangi
+256753687262 | rose.twinomuhangi@gmail.com | Naalya, Kampala

PERSONAL STATEMENT

Dedicated and detail-oriented Procurement Specialist with 5 years of experience in managing business purchases, supply chain management, inventory management, contract negotiations and ensuring quality products and services at the best price, with commitment to cost saving and timely execution to ensure swiftness in work, hence company growth.

SKILLS

- Supply Chain Management
- Negotiations
- SAP & ERP system
- Supplier relationship management
- Purchase forecasting
- Bid process management
- Contract management
- Risk management
- Communication
- Inventory Management

EDUCATION

2014 – 2018 **DONGBEI UNIVERSITY OF FINANCE AND ECONOMICS - CHINA**

Bachelor's Degree in International Business Management

2016 – 2017 **DONGBEI UNIVERSITY OF FINANCE AND ECONOMICS - CHINA**

Diploma in International Business Management

2015 – 2016 **DONGBEI UNIVERSITY OF FINANCE AND ECONOMICS - CHINA**

Certificate for International Business Law

2021 – 2022 **ALISON EDUCATION**

Diploma in Supply Chain Management

EXPERIENCE

05/2021 – 06/2022: **Procurement Assistant - PRIME IMPEX2001 LIMITED (Kampala, UG)**

Effective delivery of procurement services to Prime Impex 2001 Ltd. Promote a collaborative, client-focused, quality and result-oriented approach in the procurement unit.

- Provided purchase information to support budget planning, expenditures and financial commitments
- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets,

inventory, purchasing and technology upgrades

- Prepared rosters of suppliers and service providers to elicit quotes and bid information for supplies, inputs, and services
- Negotiated complex corporate procurement contracts by working closely with internal and external contacts

Cross-functional work:

- Implemented process improvements that reduced average purchasing cycle times by 20%.
- Assist in compiling quotes for potential projects and maintain updated records of invoices and contracts
- Liaise with the warehouse to share relevant documentation required for the GRN process for every purchase.

11/2018 - 04/2021: Procurement Officer - MOVIT PRODUCTS LIMITED (Kampala, UG)

Develop and Implement strategies for procurement, warehousing, and distribution of goods and services

- Performed yearly store audits in collaboration with managers, designers and sales associates to provide feedback.
- Built relationships with vendors to negotiate ideal terms for purchases
- Development of quarterly forecast for the key materials and ensuring the best quality

Feature work:

- Computing and creating orders in SAP system as required hence ensure that all goods are delivered on time.
- Identification and selection of new suppliers (both local and international), assessing their offers and procurement risks
- Manage cash flow for the procurement department especially for international and local suppliers.
- Input, analyzed and reported on data covering all aspects of procurement operations
- Solving diverse supply chain problems involving numerous sources, logistics and scheduling factors

Other Roles

03/2018 - 01/2019 Executive Assistant - Movit Products Limited

08/2017 - 01/2018 Procurement Supervisor - Real Foods and Beverages

06/2016 - 10/2016 Intern / Compliance Officer - Movit Products Limited

08/2013 - 08/2014 Real Estate Manager - Birus Property Services