

Rosland Motal

Procurement clerk

Profile

Diligent Procurement Clerk with 1 year of experience in supporting procurement processes, including purchase order generation, invoice management, and vendor communication. Skilled in ensuring timely delivery of goods and services, maintaining accurate records, and fostering strong supplier relationships. Proven ability to work effectively in fast-paced environments and adapt quickly to new software and systems.

Employment History

Procurement Clerk at Intermountain Healthcare, UT

Mar 2023 - Present

- Successfully negotiated contracts with 50+ vendors, resulting in a 15% average cost reduction and saving Intermountain Healthcare over \$1 million annually.
- Implemented a streamlined procurement process that reduced order processing time by 30%, which improved efficiency and allowed for faster delivery of essential medical supplies and equipment to the hospital.
- Conducted a thorough analysis of purchasing patterns and identified opportunities for bulk purchasing, ultimately leading to a 10% reduction in overall supply expenses and a savings of \$500,000 per year.

Assistant Procurement Clerk at Associated Foods Stores, UT

Aug 2022 - Feb 2023

- Successfully negotiated contracts with 15 new suppliers, resulting in a 10% reduction in overall procurement costs for the fiscal year.
- Streamlined the purchase order process by implementing an automated system, reducing processing time by 25% and increasing efficiency.
- Conducted in-depth market research and analysis on over 50 potential suppliers, leading to the identification and onboarding of 5 high-quality vendors offering competitive pricing and terms.
- Managed and maintained accurate records of over 2,000 purchase orders and invoices, ensuring seamless communication and coordination between procurement, finance, and warehouse departments.

Education

Associate of Applied Science in Business Administration with a focus on Procurement at Salt Lake Community College, Salt Lake City, UT

Sep 2017 - May 2022

Relevant Coursework: Business Law, Financial Accounting, Managerial Accounting, Principles of Management, Principles of Marketing, Business Communication, Economics, Quantitative Analysis, Procurement and Supply Chain Management, Contract Management, and Negotiation Strategies.

Details

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Links

[linkedin.com/in/roslandmotal](https://www.linkedin.com/in/roslandmotal)

Skills

Negotiation

Inventory management

Supplier evaluation

Cost analysis

Contract drafting

SAP proficiency

E-Procurement

Languages

English

Arabic

Hobbies

Collecting vintage items

Gardening

Photography