

LEON M. STEVENS

Personal webpage - <https://leon-profile.herokuapp.com/>

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KEY SKILLS

Soft Skills

Website Design
Read Drawings and Generate BOM
Data Analysis
Supplier Relationship Management
Expediting

Hard Skills

MS Office
SQL
JavaScript HTML CSS
REACT– Node.JS
MongoDB

WORK EXPERIENCE

Ussher Inventions (Pty) Ltd

May 2015 – October 2019

Buyer

- Responsible for purchasing of spares and consumables used for maintenance of the factory with minimal downtime.
- Assist Senior Buyer with stock purchases including Steel from Mills.
- Manage BBBEE suppliers and ensure suppliers meet ISO standards.
- Simplified stock purchasing by setting up ODBC connected excel reports. These are used to analyse inventory data and make subsequent purchasing decisions. Reduced time to complete weekly purchases from days to hours.
- Used the same reports to adjust minimum stock levels reducing stock holding by 20%.

Protrade & Woodline Manufacturing C C November 2014 – April 2015

Buyer (Contract Position)

- Tasked with purchasing raw materials and manufactured components locally and internationally. Including wood, fabric, mechanical components and fasteners. To meet material requirements for the factory manufacturing shade equipment and umbrellas.
- Generate Bills of Materials from Drawings.
- Completed stock takes and set up Navision stock control and M.R.P systems to simplify the work in progress and allow for quick stock issues for jobs.
Subsequently orders could be placed for multiple jobs at the same time. This allowed for bulk purchases from suppliers giving me more opportunities to negotiate price and stagger delivery as needed.

EDUCATION

Hyperion Development

Full Stack Web Developer Bootcamp (MERN Stack)

2020

University of South Africa

Programme in Purchasing and Supply Management (NQF level 6) 2014 – 2015

ADDITIONAL EXPERIENCE

Coding Hobbyist, currently training for my first marathon.