

CV – JONAS JOHN

PERSONAL DETAILS

Full Name – Jonas John
ID Number - ?
Nationality – South African

CONTACT DETAILS

Address - xx xxxx Avenue, xxxx xxxxxxxx,
Kempton Park, 1619
Mobile – xxx xxx xxxx
E-mail – xxxx@xxxx.co.za
Fax - 011 xxx xxxx

SPECIAL SKILLS

Purchasing and Buying
Shipping and Logistics
Imports
Stock Management
Quality Control
ISO 9000
Administration
Staff and Team Management
Systems (Syspro, Pastel, Lotus)
Negotiations - price/service agreements
Risk Management

COMPANIES



EXECUTIVE SUMMARY

Objective - Positions in Procurement and Logistics

Offering 15 Years in the Buying, Logistics, Quality and Export Environment with Proven abilities in introducing professional systems, raising efficiency, working with multi-million Rand budgets, and adhering to strict international standards and regulations.

WORK EXPERIENCE

Special note - during 2009 took on two contract positions as a Buyer in the Mining Supply sector at Hydraulic Hammers (August to December 2009) and Linatex (March to July 2009).

These positions provided excellent insight into mining operations and related company strategies and work processes.

Buyer XXXXXXXXXXXXXXXX 01.2007 - 03.2009
XXXXXXXXXX distributes high quality mining, construction, cranes and roadbuilding equipment. For more please see www.terexafrica.co.za

- Driving the introduction of a centralised purchasing department, setting up systems and processes to govern procurement;
- Integrating the procurement department with stock, warehousing, logistics functions;
- Purchasing Capital Equipment from international suppliers; and managing shipping and logistics functions for each project;
- Controlling stock, making stock adjustments and running the stock yard; compiling monthly stock reports for management;
- Using Syspro Inventory, WIP, LCT, and Serial Tracking systems;
- Assisting the Finance department with forward cover;

Successfully implemented resulted directly in significant improvements - where previously each department (Drilling, Mining, Construction and Cranes) had their own patched together procurement operations.

Improved stock levels, manageability improved, management information improved, credit control improved and auditing activities were made easier.

Inspector XXXXXXXXXXXXXXXX 08.2001 - 12.2006
XXXXXXXXXX is a leading commodity inspections company in the export and quality sector. See www.inspml.co.za for more.

- Inspecting goods/commodities for export and completing applicable reports and administration – PSI forms, data base and batch list updates, filing, distributing reports
- Maintaining positive relations with clients

Met the challenge of applying export and import control and country regulations (different for every country) - working for a large international player and within their professional practices and methodologies.

Factory & Store Manager XXXXXXXXXXXXXXXX 09.1997 - 10.2000
XXXXXXXXXX specialised in products related to stainless steel colouring.

- Managing the production line (factory) and stores operations - overseeing stock levels, ordering, receiving, returns, stock takes and stock issuing; working in line with ISO9000 quality standards
- Negotiating with suppliers regarding pricing, quality and expediting delivery; managing staff - motivating and directing teams to ensure production; and managing the packaging line

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PERSONAL COMMITMENT

*"An employer is guaranteed of:
1) excellent team work – motivating and securing cooperation from teams; 2) exceptional organisation skills – maintaining a smooth running, quick response department; 3) the ability to meet targets –working with focus, determination and persistence to achieve goals; and 4) an enthusiastic approach."*

REFERENCES

*Kobus van Deventer
Phone: XXXXXXXXX
Elton Jones, XXXXXXXX
Phone: 011 XXXXXXXX
Deon Able, XXXXXX
Phone: 011 XXXXXXXX*

WORK EXPERIENCE

Buyer | Representative XXXXXXXXXX 06.1995 - 08.1997
XXXXXXX is a large construction supplies and materials company. See www.XXXXXXX.co.za

- Buying and receiving products for 7 branches; maintaining the admin system - updating pricing and stock levels
- Negotiating best possible discounts with suppliers
- Managing relationships with branches, suppliers, packaging and customers to ensure needs are met, product supply is quick, and timelines and service standards are kept
- Calling on retail stores to lobby for shelving space to promote products
- Representing the company at expo's and shows to launch new products

WORK EXPERIENCE: SUMMARY OF PREVIOUS POSITIONS

Client Relations Officer: International Exports, SAA, 1987 - 1995

EDUCATION

- First Line Supervisors Course**
- Chameleon Systems Course**
- Business Grooming Skills**
- Operating Scissors Lift**
- Telephone Skills**
- SAA Care Computer Course**
- Dangerous Goods Regulations Course**
- Cargo Coordinators Course, SAA**
- Cargo I, II, III**
- Senior Certificate, Bickford High School, 1984**

COMPUTER LITERACY

- Office Software** - MS Office (Word, Excel, E-mail, Internet Explorer)
- Travel Sector** - Safari and SAA systems
- Buying/Business** - Supercalc, Syspro, Lotus, Pastel

[References available on request.]

CV Written by Gerard le Roux, 2010

- For more help with your CV, covering letters, etc – go to www.wowcv.net. It's the home of Gerard le Roux, CV Writer and Job Search Coach.
- To subscribe free to Gerard's weekly Job Search Success e-column (delivered to you via e-mail) just send an e-mail to jobsearchclinic@getresponse.com.
- Or get Gerard's 10 Day Job Hunting e-Course by sending an e-mail to tendays@getresponse.com - you'll receive "Day 1" immediately via e-mail.