



# Leonidas Kadende


## Procurement Associate

Strategic Procurement Associate with a background in cost analysis and procurement analytics. I have a proven ability to optimize procurement operations and drive cost savings. Implemented a new cost tracking system that resulted in reduction in procurement expenses.

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## SKILLS

Vendor Management

Negotiation Skills

Supply Chain Management

Cost Analysis

Sourcing Strategies

Market Research

Contract Management

Data Analysis

Negotiation Skills

## WORK EXPERIENCE

### Procurement Associate

UNFPA Burundi, Bujumbura

09/2018 - Present,

#### Achievements/Tasks

- Negotiated contracts with suppliers resulting in a cost savings of over 15% for the organization.
- Implemented a new vendor management system, reducing procurement cycle times.
- Collaborated with cross-functional teams to streamline the procurement process, improving efficiency.
- Conducted market research to identify cost-saving opportunities, resulting in a 5% decrease in overall procurement expenses.
- Developed and maintained relationships with key suppliers, ensuring on-time delivery and quality of goods.
- Assisted in the development of procurement strategies to support organization goals and objectives, resulting in improved supplier relationships and cost savings.

### Supply Chain Coordinator

World Vision, Bujumbura, Burundi

09/2015 - 09/2018,

#### Achievements/Tasks

- Implemented lean principles in supply chain operations, reducing lead times and improving overall efficiency.
- Led continuous improvement projects, resulting in reduction in supply chain errors and increase in productivity.
- Developed KPIs to track supply chain performance, achieving a 10% increase in on-time deliveries and cost savings.
- Managed vendor relationships, improving on-time delivery performance and enhancing overall supply chain reliability.
- Collaborated with warehouse team to implement FIFO system, reducing waste and improving inventory turnover.

### Supply Officer

Médecins Sans Frontières, Gitega, Burundi

11/2011 - 08/2015,

#### Achievements/Tasks

- Maintained inventory levels at regular frequency to ensure optimal stock availability, resulting in a decrease in stockouts and increase in inventory turnover.
- Optimized warehouse layout to increase storage capacity and streamline the picking process, leading to reduction in order fulfillment time.
- Collaborated with cross-functional teams to forecast demand accurately, reducing excess inventory levels in their respective departments.
- Coordinated international shipments, ensuring on-time delivery and reducing shipping costs.

## WORK EXPERIENCE

### Logistic Officer

Norwegian Refugee Council, Makamba, Burundi

06/2009 - 11/2011,

#### Achievements/Tasks

- Implemented inventory management system, leading to decrease in stock shortages and increase in order accuracy.
- Optimized transportation routes, resulting in reduction in delivery time and decrease in fuel consumption.
- Trained warehouse staff on proper handling procedures, reducing product damages by and improving overall safety measures.
- Managed a team of 13 drivers, 8 cleaners and 5 storekeepers, achieving a high time delivery rate.

### General Storekeeper

International Rescue Committee, Kibondo, Tanzania

07/1997 - 09/2008,

#### Achievements/Tasks

- Supervised the receiving and dispatching of goods, ensuring accuracy in order fulfillment and timely delivery to customers.
- Collaborated with the receiving departments to forecast demand accurately, reducing stockouts and increasing customer satisfaction.
- Conducted inventory control processes, reducing stock discrepancies and improving stock accuracy.

## EDUCATION

### Diploma in Strategic Public Procurement

Chartered Institute of Procurement and Supply

09/2019 - 11/2023,

Virtual class

### Bachelors in social sciences

Newman Institute of Social Work

04/2004 - 05/2008,

Tanzania

## CERTIFICATES

Approvisionnement Médical et gestion des stocks/Abidjan (10/2012 - 10/2012)

Logistics and Supply/Abidjan (05/2013 - 05/2013)

Provision Tool and Procurement/ Lusaka (05/2017 - 07/2017)

Quantum ToT/Ammam (11/2022 - 11/2022)

## LANGUAGES

French

Native or Bilingual Proficiency

English

Professional Working Proficiency

Swahili

Native or Bilingual Proficiency

Kirundi

Native or Bilingual Proficiency

## INTERESTS

Mountain bike

African movies