Mina Leena D'Souza

Purchasing Agent · Maintenance Spares

spare-parts-purchasing-agent@example.test
Manama, Bahrain

Experience

2021-11 – Present **Spare Parts Purchasing Agent**
Jasra Alloy Works

- Managed purchase orders for 430 active maintenance items, recording supplier lead times and escalation contacts in the stock system.
- Obtained comparable quotes for replacement bearings and seals. Sent proposed equivalent materials to engineering for approval before ordering.
- Reviewed a recurring replenishment schedule for common filters. Urgent orders fell from 19 to 11 across consecutive quarters.

2018-07 – 2021-10 **Purchasing Assistant**
Gulf Lattice Services

- Matched delivery notes to purchase orders and resolved quantity discrepancies before sending receipts to accounts payable.
- Maintained supplier confirmation dates to help planners schedule repair work around expected arrivals.

Skills

Purchase order management · Quote comparison · Supplier lead times · Inventory coordination

Summary

Purchasing agent who buys production and maintenance spares within approved supplier and spending limits. Checks compatibility, quote terms and delivery dates with planners and technical staff.

Education

2018 **Diploma in Supply Management**
Harbour Gate Business College

Languages

English · Hindi