

# Frinston Neville Lasrado

Supply chain assistant



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## Professional Summary

Detail-oriented and proactive Supply Chain Assistant with two years of hands-on experience in logistics and inventory management. Skilled in coordinating shipments, tracking orders, and maintaining accurate inventory records. Proficient in utilizing supply chain software and tools to streamline operations and improve efficiency. Strong communicator with a proven ability to collaborate with vendors, cross-functional teams, and management to ensure timely delivery and resolve issues. Committed to optimizing processes and contributing to overall supply chain success. Seeking to leverage my expertise in a dynamic environment to support and enhance supply chain operations.

## Key skills

✓ Inventory management	✓ Effective Communication	✓ Logistics Coordination
✓ Data analysis	✓ Customer service orientation	✓ Collaborative Teamwork
✓ Order processing	✓ Advanced MS office skills	✓ Supply chain software proficiency (Oracle)

## Professional Experience

**Al Tayer Insignia L.L.C, Dubai** - Sept 2022 – Present

### Supply Chain Assistant

- Monitored stock levels and conducted regular audits to ensure optimal inventory for timely order fulfillment.
- Assisted in processing and tracking online orders, ensuring 99% accuracy in order fulfillment and timely dispatch.
- Coordinated with shipping carriers to manage inbound and outbound logistics, resolving delivery issues efficiently.
- Maintained accurate records of inventory, orders, and shipping details using oracle software, generating reports on key metrics to support decision-making.
- Managed communication with suppliers to address delivery schedules and stock levels, contributing to improved supplier relationships and reduced lead times.
- Responded to customer inquiries regarding order status and returns, enhancing customer satisfaction and retention through effective problem resolution.
- Identified and implemented process enhancements that streamlined operations and improved overall supply chain efficiency

### **CNC Operator**

- Load and unload materials into CNC machines.
- Monitor machine operation during production runs.
- Make minor adjustments to settings to ensure product quality.
- Inspect finished parts for accuracy and quality.
- Troubleshoot and resolve mechanical or technical issues during the setup phase.
- Run test cycles to ensure accuracy and adjust the machine parameters as needed.

### **Education**

**Advanced course in Mechanical craftsmanship-** Hebich Technical Institute, Mangalore.

**Course in CNC set up and configuration-** Panacea Medical Technologies Pvt Ltd, Mangalore.

**Diploma in Computer Assisted Design CAD – 2D and CAD – 3D** – Manipal Institute of Computer education (MICE), Mangalore.

**Apprenticeship Training** - KIOCL Limited, Mangalore

**Pre-University College** – Sharada Pre University College, Mangalore.

### **Certification**

**CNC Operator Programme** - NTTF, Bangalore.

**CAD-CAM Course** - Govt. Tool Room & Training Centre, Mangalore.

### **Co-Curricular Activities**

Passed the Karnataka Chitra Kala at Mandya in 2009-10.

First Place in Football conducted by District Level in August, 2012.

First Place in Football conducted by State Level in September, 2012

Participated in 58th National School Football (SGFI) at Port Blair, Andaman & Nicobar 2012-13

### **Additional information**

**Languages-** English, Hindi, Kannada

**Visa status-** Employment visa

### **Declaration**

**I declare that the information stated above are true to the best of my knowledge**