

JERSON E. HERRERA MORALES

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PROFILE

Motivated professional with experience in administrative operations, warehouse management, and a strong background in computing, known for leadership, organizational skills, and a commitment to efficiency.

EDUCATION

University of Greenwich

BSc (Hons) in Computing (Information Systems)

September 2023 – July 2024

SBCS Global Learning Institute

BTEC Higher National Diploma (HND) in Computing – Application Development

September 2021 – April 2023

SBCS Global Learning Institute

Diploma in Computing

2019 – 2020

PROFESSIONAL EXPERIENCE

Avni Marketing Ltd.

Warehouse Manager

July 2023 – May 2025

Arouca, Trinidad and Tobago

- Supervise warehouse operations, ensuring efficient receipt, storage, and distribution of goods.
- Implement inventory control measures, reducing discrepancies and improving stock accuracy.
- Lead and train a team of warehouse staff, promoting a safe and productive work environment.
- Coordinate with logistics partners to streamline shipment schedules and minimize delays.
- Oversee administrative functions, such as record-keeping and reporting, to support operational efficiency.

Avni Marketing Ltd.

Office Assistant

November 2022 – July 2023

Arouca, Trinidad and Tobago

- Organized and maintained accurate records of shipments, inventory, and office files.
- Assisted in scheduling and communication coordination across departments.
- Played a key role in improving office workflows through process optimization.
- Demonstrated flexibility in handling a variety of responsibilities, contributing to the overall success of the team.

Xtreme Motor Ltd.

Administrative Assistant

November 2021 – September 2022

Trinidad and Tobago

- Managed daily administrative tasks, including document management, scheduling, and communication flow.
- Multitasked effectively to ensure timely and accurate completion of responsibilities.

- Maintained detailed records, contributing to seamless operations and reporting accuracy.

CERTIFICATIONS

- Microeconomics I: Supply And Demand
- Java
- The Fundamentals of Digital Marketing
- Css Essential Training
- HTML Essential Training
- One-Variable Statistics
- Accounting I: Fundamentals

SKILLS

- Microsoft Office Suite: Advanced skills in Word, Excel, PowerPoint, and Outlook for reporting, data management, and workflow optimization.
- Inventory & Database Management: Proficient in inventory control systems and database organization for accurate tracking and reporting.
- Team Leadership: Experienced in training and leading teams to improve productivity and maintain a positive work environment.
- Communication & Coordination: Strong written and interpersonal skills for effective collaboration, scheduling, and problem resolution.
- Process Optimization: Skilled in streamlining workflows and improving operational efficiency.
- Technical Proficiency: Knowledge in application development, data analysis, and IT systems gained through education and practical experience.
- Multitasking & Adaptability: Proven ability to manage multiple priorities and adapt to dynamic work environments.

SKILLS

- Spanish (Native)
- English (Professional Working)
- French (Beginner)

ACTIVITIES AND INTERESTS

- Learning French and exploring new languages
- Technology and software development
- Problem-solving and process improvement
- Team collaboration and leadership
- Personal fitness and wellness