

# Neil Barry G. Bersamin



## PROFESSIONAL SKILLS

- Communication
- Computer Literacy
- Team Player
- Problem Solving
- Flexibility
- Learning Aptitude
- Detail-Oriented
- Fast Learner
- ERP software
- WMS

## PERSONAL INFORMATION

### Nationality

Filipino (Philippines)

### Language/s

English - Fluent

### Address

Al Khair Building, Al Rigga-  
Dubai

## CONTACT DETAILS

### WhatsApp/Mobile

+971 52-872-3315

### Email

BersaminBarry@gmail.com

## Objective

To be a part of a prestigious company and work in a team of professionals taking my career to new heights of excellence and contribute to its development and success through my experiences, skills, and abilities while attaining professional growth and enhancing my knowledge through more challenging situations with loyalty and determination.

## Work Experience

### (NTDE) National Trading and Developing Enterprises LLC

Storekeeper / Warehouse Administrative Assistant

May 2013 -February 2024(10 Years 9 Months)

### Duties and Responsibilities

- Data encoder.
- Administrative works (Reporting daily staff attendance / Accident report / Assist Logistics staff concern / Creating Memo / Corresponding to an email in good manners).
- Receiving and Documentations of stocks (Tagging, Labeling, Storing, and uploading in the system) ERP-WMS.
- Preparing invoice order, System picking (FEFO/FIFO).
- Checking (Quantity, Descriptions, and Uom) as per the invoice.
- Receiving/checking returned stock (GRN / GRV) from the market.
- Inventory Management (Checking, Tracking, recording and Organization).
- Tracking inbound / outbound order to avoid over stocking and out of order.
- Extensive knowledge of warehouse operation.
- Support sales division team.
- Maintaining the warehouse tidiness and environment safety.
- Generating excel report in ERP and Warehouse Management System.
  - Pending invoice report
  - Pending warehouse documents report
  - KPI monthly report for slow and non moving inventory

## Education

### Holy Cross of Davao College (2003)

Bachelor of Science in Commerce-Major in Management