



JHON MICHAEL DE JESUS

OFFICE ADMIN

CUSTOMER SERVICE REPRESENTATIVE

QUICKBOOKS ONLINE BOOKKEEPER

CONTACT

+63 970-836-4665

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2300 Philippines

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SKILLS

- Administrative Task
- Microsoft Office Excel
- Quickbooks Online
- Payroll Processing
- Computer Literate
- Data Entry Specialist
- Managing Inventory
- Photoshop CS6/Canva

CERTIFICATIONS OR TRAININGS

Education Certificates

Computer Hardware Servicing NC II
Visual Graphic Design NC III

Customer Service

Customer Service
Representative Certification

Quickbooks

Quickbooks Online Pro Advisor
Certified with Silver Badge



PROFILE

A 26-year-old Filipino professional with a solid background in administrative support, customer service, and bookkeeping. Backed by two years of undergraduate studies in Information Technology, with strong skills in both computer hardware and software. Experienced in office operations and client-facing roles, demonstrating adaptability, attention to detail, and effective communication.



WORK EXPERIENCE

DH & Isaac Inc

2021 - 2022

Date Entry Specialist/ Encoder

- Creating Leads by harvesting multiple webpages.
- Managing and Analysing Data's inputted through Ms Excel.
- Creating Reports and using Ms Excel Pivot

Riese Telecommunication Services

2022 - 2024

Office Admin

- Forms Data Entry, Validating Sales, Managing Sales through Ms Excel
- Engaging Sales and Installation Team, Processing Payroll, Managing Inventories, Social Media Manager, Administrative Task, Reconcile Sales and Customer Services.

Foundever Tarlac

2024 - Present

Customer Service Representative/Bookkeeper

- Assisting Customer about Quickbooks Functions and issues through phones and chat.
- Managing Customers Books, Accounts Receivable & Accounts Payable, Bank/Credit Card Transactions Categorizations and Reconciliation, Profit & Loss/ Balance Sheet Reports, Processing Payroll, Preparing Taxes(940/941/1099) etc.



EDUCATION

San Luis Educational Foundation Inc.

2011-2015

Catholic High school

Tarlac School of Arts and Trades Inc.

2016-2018

2 years Under graduate(Information Technology)