



JEEWELS NARVARTE

E-Mail: jeewelsballesteros@gmail.com

Contact Number: +639816800024

WhatsApp No.: +639816800024

Malabago, Calasiao, Pangasinan

PROFESSIONAL PROFILE

Interested in any kind of work that suits my skills, experience and qualification and to work in a place that gives me the opportunity to use, share and enhance my knowledge, skills and abilities. I am also interested in meeting new people and learning new experience.

SKILLS

- Computer Literate (Encoding, Researcher, Photo Editing, Scanning, Printing and all Microsoft Office such as Word, Excel, PowerPoint, Publisher & Outlook)
- Knowledgeable in B.I.R.(Bureau of Internal Revenue) Forms, Data Alphabet of B.I.R. for Bookkeeping
- Budget monitoring and managing financial reports
- Know how to use Google Sheet, Notion, Zoho, Adobe Photoshop, Adobe Illustrator, SketchUp
- Slack, Google Meet, Zoom, Microsoft Teams, Google Workplace, QuickBooks and slight Xero for Accounting
- Effective at Multitasking
- Organizational Skills
- Effective Time management
- Keen attention to detail
- Ability to identify and resolve challenges
- Has a good working behavior and hardworking person
- Flexible and easy to learn
- Can work with minimum supervision and even under pressure.
- Responsible in work, Competent Individual

WORK EXPERIENCE

HR Assistant/Account Receivable Staff, Progress ABMS Pte Ltd (Work From Home) November 3, 2025 - May 4, 2026

Experienced in providing end-to-end administrative support for HR and accounting functions in a remote work environment, including maintaining employee records, preparing employment documents, supporting payroll and leave monitoring, and managing invoicing and collections. Skilled in preparing Statements of Account (SOA), aging reports, account reconciliation, and resolving billing discrepancies while ensuring accurate and timely financial processes. Strong background in professional client communication, digital file management, data confidentiality, and providing regular operational reports and updates to management.

Administrative Officer, YOO - Northern Aesthetic Clinic | April 2025 - October 2025

Responsible for maintaining accurate financial records by recording income and expenses, preparing and managing sales invoices and reports, and performing routine bookkeeping tasks. Provides administrative support including managing client databases and files, ordering and maintaining office supplies, and ensuring confidentiality of records. Also assists clients and handles communications via phone and in person while supporting overall office operations efficiently.

Bookkeeper (Part Time), Dra. Susana Isles Optical Clinic | January 2016 - April 2025

The primary duties and responsibilities involve managing financial integrity through the meticulous recording of transactions and regular account reconciliations to ensure accuracy. Additionally, the role includes handling compliance requirements by filing VAT returns with the Bureau of Internal Revenue.

Admin/Accounting Officer, Light and Hope Overseas Placement Agency, Inc. | 2022 - 2025

Efficiently managed dual functions in accounting and human resources by recording financial transactions, managing daily banking, and filing VAT returns with the BIR. Handled end-to-end administrative tasks, including invoice preparation, payroll processing, and client communications, while simultaneously supporting recruitment efforts through social media promotion, applicant screening, and document processing.

Admin Staff, La Pueblo Aesthetics and Wellness Center | March 2021 - September 2021

Managed daily bookkeeping and financial operations by recording income and outgoings, posting to various accounts, and processing payments. Oversaw daily banking activities and provided dedicated client assistance to ensure smooth transaction flows and high levels of customer satisfaction.

Store Supervisor, Llaolao Philippines SM Center Dagupan | September 2019 - November 2020

Oversees day-to-day store operations, including opening/closing procedures, staff supervision, and merchandising, while ensuring a clean and safe environment compliant with corporate standards. Managed comprehensive reporting on sales, stock status, and customer service, and coordinated directly with management to optimize schedules and activities. Additionally, maintained critical inventory and personnel records, mentored staff to achieve performance objectives, and facilitated smooth store flow through consistent adherence to company policies.

Admin/ Secretary, Nida Mayugba Palay Buying & Selling Station | June 2017 - July 2019

Managed essential financial and administrative operations by recording income and outgoing transactions, maintaining accurate inventory logs, and filing VAT returns with the Bureau of Internal Revenue. Provided direct customer support for rice trade transactions while overseeing daily office tasks, including data entry and filing, to ensure a clean, organized, and efficient shop environment.

Administrative Staff, Glaiza Copy Center | January 2013 - February 2017

Managed operational and administrative functions for a cyber cafe, including recording financial transactions, filing VAT returns with the BIR, and maintaining accurate inventory and shop logs. Provided comprehensive technical support and customer care, assisting clients with Microsoft Office and Adobe software while overseeing encoding, printing, and time management services. Additionally, generated daily and weekly status reports on sales and stock levels to ensure peak store performance and a well-maintained facility.

EDUCATION

Diploma in Business & Sales Management, Kingston International College, Year Graduated 2023

Visual Graphic Design NC III, Maxima Technical & Skills Training Institute, Inc. (TESDA), 2021 - 2022

San Fabian National High School, 2004 - 2008

ACHIEVEMENT

Recognized as **Outstanding Employee** of the Month twice (November 2019 and January 2020) at LLAOLLAO Frozen Yogurt, SM Center Dagupan. These awards highlight a consistent commitment to operational excellence, high-quality customer service, and exceptional performance within a fast-paced retail environment.

SUMMARY ADDITIONAL INFORMATION FOR SEMINAR & TRAINING ATTENDED

Bookkeeping Training using Quickbooks

Clairvoyance

March 16 – 20, 2026

March 30 – April 3, 2026

English Language Proficiency Training

Clairvoyance

March 23 – 27, 2026

Basic Virtual Assistant Training

Clairvoyance

April 6 – 10, 2026

BizTalk 132 - Analytical & Decision Making Skills

International Management Training Centre

September 24, 2025

Office and Administrative Management Training

Stellar Training Consultancy Services

September 22, 2025

The 4 O's of Leadership

Leaders in Commerce

September 17, 2025

Preparing Financial Reports

Technical Education and Skills Development Authority (TESDA)

August 24, 2025

BizTalk 130 - Coping Strategies for Managing Life's Challenges

International Management Training Centre

August 23, 2025

Introduction of Bookkeeping

Technical Education and Skills Development Authority (TESDA)

August 22, 2025

Journalizing Transactions

Technical Education and Skills Development Authority (TESDA)

August 22, 2025

Financial Planning Module

Technical Education and Skills Development Authority (TESDA)

July 5, 2025

BizTalk 82 - Make Yourself Uncomfortable For Your Success (2 hrs.)

International Management Training Centre

November 6, 2023

BizTalk 81 - LEADERSHIP-Management Styles (2 hrs.)

International Management Training Centre
October 23, 2023

BizTalk 79 - Financial Planning for Small Business (2 hrs.)

International Management Training Centre
September 26, 2023

BizTalk 53 - Business Emotional Intelligence - Business EQ (2 hrs.)

International Management Training Centre
September 26, 2022

COMMUNICATIONS ESSENTIALS (23 hrs.)

Kingston International School
July 6 - 29, 2022

FUNDAMENTALS OF BUSINESS OPERATIONS (23 hrs.)

Kingston International School
June 8 - July 1, 2022

BizTalk 47 - Business Continuity Management (2 hrs.)

International Management Training Centre
June 27, 2022

BizTalk 45 - Job Opportunities and Job Training (2 hrs.)

International Management Training Centre
June 18, 2022

BizTalk 43, 44 - Effective HR Management Fundamentals in Business (4 hrs.)

International Management Training Centre
June 11 & June 13, 2022

IT & BUSINESS (23 hrs.)

Kingston International School
May 11 - June 3, 2022

Human Resources Management

International Business Management Institute
April 22, 2022

KNOWLEDGESHARE ACADEMY

Online Course for Customer Service

Online Course for General Virtual Assistant

September 19, 2021

On-the Job Training

300 hours training in PHILIPPINE TOURISM AUTHORITY (PTA)
Bolasi, San Fabian, Pangasinan
October 8, 2015 – November 30, 2015