



ALYANNA A. VELASCO

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📍 San Vicente, City Of Sto. Tomas, Batangas

PROFILE

I am a graduating student of Management Accounting and Certified Bookkeeper (NC III) with 2 years of practical experience as a working student. Having completed all academic requirements and currently awaiting graduation, I am eager to begin my professional career in an organization where I can apply my academic knowledge while gaining valuable industry experience. I am committed to professionalism, reliability, and maintaining a strong work ethic while contributing positively to organizational goals. Highly motivated and adaptable, I am eager to continuously learn, develop new skills, and grow in a team-oriented environment that values continuous learning and professional development.

EDUCATION

BATANGAS STATE UNIVERSITY - JPLPC MALVAR CAMPUS

2022-2026

Bachelor of Science in Management Accounting

Completed: MAY 2026

Expected Graduation: JULY 2026

APLUS TECHVOC

Nov 2025 to Jan 2026

Bookkeeping NC III, 292 hours (TESDA)

FIRST ASIA INSTITUTE AND HUMANITIES - FIDELIS

2020-2022

(ABM STRAND)

Senior High School

ST. THOMAS ACADEMY

2016-2020

Junior High School

HOPE CHRISTIAN ACADEMY

2012-2016

Elementary

SKILLS

- Teamwork & Collaboration
- Adaptability
- Time Management
- Leadership
- Patience and Empathy
- Attention to Details
- Microsoft Excel
- Bookkeeping
- Internet Research
- Data Entry & Data Analysis
- Able to work under pressure
- Document Preparation
- Email Management
- Communication Skills
- Analytical Thinking
- Strong active listening

WORK EXPERIENCE

ADMINISTRATION AND ACCOUNTING DEPARTMENT JOMAT MARKETING

May 2023 to December 2025

- Performed daily accounting and administrative tasks, including data entry, documentation, and journal recording.
- Assisted in preparing and updating financial statements, reports, and reconciliations.
- Organized receipts, settlements, and other financial documents for accurate record-keeping.
- Maintained organized files and supported the accounting team in meeting deadlines.
- Handled customer inquiries and answered calls, providing clear and professional assistance.
- Created and edited promotional materials, graphics, and content for social media platforms
- Carried out various assigned tasks efficiently and with attention to detail.

ADMINISTRATION AND ACCOUNTING DEPARTMENT JOMAT MARKETING

August 2025 to October 2025

Completed On-the-job training within the same company.

CERTIFICATES & ACHIEVEMENTS

NATIONAL CERTIFICATE III

BOOKKEEPING CERTIFICATION (NC III BOOKKEEPING)

Member of National Federation of Junior Philippine Institute of Accountants (BSU MALVAR CAMPUS)

2022-2026

Consistent Scholar since Senior High School until College

2020-2026

Certificate of Completion in Smartbooks And Power BI Accounting Information System with Analytics

May 2024

Issued by Batangas State University - Malvar

Certificate of Completion in Basic E-Commerce

2025

Issued by TESDA

Certificate of Completion in Participating in Workplace Communication

2025

Issued by TESDA

Certificate of Completion in Receiving and Responding to Workplace Communication

2025

Issued by TESDA

Certificate of Completion in Building Business Mindset

2025

Issued by TESDA

Certificate of Completion in Planning the Business Issued by TESDA	2025
Certificate of Completion in Managing Business Operations Issued by TESDA	2025
Certificate of Participation in Workvolution's New Career Code BSU MALVAR CAMPUS (Event Educational Committee Member)	2024
Certificate of Participation in CTRL, ALT, INVEST: A Financial Management BSU MALVAR CAMPUS (Event Educational Committee Member)	2024
Certificate of Participation in Building Investment Literacy through Low-Risk Securities and Capital Market Fundamentals BSU MALVAR CAMPUS (Event Educational Committee Member)	2026