

JOHN MARK V. ALAMBRA

Manila, Metro Manila, Philippines
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PROFESSIONAL PROFILE

Motivated and adaptable individual currently pursuing a Bachelor of Science in Accountancy with experience in delivery services, bookkeeping support, and data entry. Skilled in communication, organization, time management, and computer literacy. Eager to gain professional experience and contribute positively to a growing organization while continuously developing knowledge and skills.

EDUCATION

Bachelor of Science in Accountancy

Makati Science Institute of the Philippines (2024 – Present)

Bachelor of Science in Accountancy

University of Manila (2020 – 2023)

Information and Communication Technology (ICT)

Southeast Asian College (2017 – 2019)

Ramon Magsaysay High School

2013 – 2017

WORK EXPERIENCE

Delivery Rider | Grab (August 2023 – Present)

- Delivered food and parcels across Metro Manila while maintaining a high on-time delivery rate.
- Managed customer orders, cash handling, and electronic payments accurately.
- Optimized routes and navigation to improve delivery efficiency and customer satisfaction.
- Followed safety procedures and performed regular vehicle checks.

Data Entry Assistant | ATGS (February 2026 – Present)

- Entered and verified company data accurately into internal systems.
- Maintained organized records and supported daily reporting tasks.
- Assisted in resolving discrepancies while ensuring confidentiality of information.
- Consistently met productivity and accuracy standards.

Bookkeeping Intern (February 2026 – May 2026)

- Assisted with recording financial transactions and organizing accounting records.
- Processed invoices, receipts, and reconciled simple financial data.
- Supported preparation of reports and learned practical bookkeeping workflows.
- Improved attention to detail and understanding of accounting procedures.

SKILLS

- Time Management
- Communication Skills
- Computer Literacy
- Organizational Skills
- Problem Solving
- Flexibility and Adaptability
- Data Entry and Record Keeping
- Basic Bookkeeping
- Team Collaboration

LANGUAGES

- Filipino
- English

TRAINING & COURSES

Leadership Training – Grade 12
April 2024 – May 2025