

# Maria Java A. Ortega

Brgy Sta. Cruz Baybay, Leyte

[mariajavaortega1211@gmail.com](mailto:mariajavaortega1211@gmail.com)

(+63) 906 -9046-182 / (+63) 947-667-3280



## PROFESSIONAL SUMMARY

Adept Accounting Assistant with over 4 years at DBSN Farm Agriventures Corp., showcasing knowledge in General Accounting. With good interpersonal skills and a continuous learning approach, I thrive on elevating financial accuracy and operational efficiency.

Seeking to utilize communication, interpersonal, and organizational skills to complete tasks. Reliable with a good work ethic and the ability to quickly adapt to new tasks and environments.

## SKILLS

Knowledge of General Accounting

Computer Literate (Microsoft Application and researching)

Positive attitude in communication and interpersonal skills

Optimistic mind in organizational skills

Continuous Learning Attitude

## WORK EXPERIENCE

DBSN Farms Agriventures Corp., March 11, 2019 – February 29, 2024

## TRAINING / SEMINAR

**Start It Right: A Seminar on Basic Payroll Tax and Updates in Labor Standards** November 8, 2019,  
Philippine Institute of Certified Accountants Inc.

## GOVERNMENT EXAMINATION PASSED

Career Service Professional Eligibility

2018, Civil Service Commission

## EDUCATION

**Completed Coursework Towards Bachelor of Science in Accountancy Tertiary Education:**

Philippine Christian University – Manila, 2018

**Completed Coursework Towards Secondary Education**

Araullo High School, 2009

**Completed Coursework Towards Primary Education**

Franciscan College of the Immaculate Concepcion, 2005

I hereby certify that to the best of my knowledge and belief that the information's given in the application are true and correct.

