

# Maria Java A. Ortega

Brgy Sta. Cruz Baybay, Leyte

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## Objective:

To obtain a position where I can utilize my knowledge and skills to improve company's operation.

## Personal Details:

- Birthdate: December 11, 1992
- Birthplace: Parañaque City, Metro Manila
- Filipino
- Female Single
- Roman Catholic

## Work Experience:

- **DBSN Farms Agriventures Corp.**  
Antipolo, Albuera, Leyte  
Accounting Assistant  
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

**Skills:**

- Knowledge of General Accounting
- Computer Literate (Microsoft Application and researching)
- Positive attitude in communication and interpersonal skills
- Optimistic mind in organizational skills
- Responsible and willing to work under pressure

**Educational Background:**

- **Primary Education:** Franciscan College of the Immaculate Conception  
Baybay, Leyte  
(1999 – 2005)
- **Secondary Education:** Araullo High School  
Taft Ave., Cor. U.N Ave. Ermita Manila  
(2005 – 2009)
- **Tertiary Education:** Philippine Christian University  
Taft Ave., Cor. Pedro Gil St. Manila  
Bachelor of Science in Accountancy  
(2012 -2018)

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