

Maria Aries Ortega - Poliquit

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Career Objective

To put the skills and education that I have attained into action with a company that will further enhance my knowledge, to make a good and lasting impression with the company that will give me the opportunity to show my ability to be a good employee.

Educational Attainment

GRADUATE	Masters of Management – Business Management Visayas State Univeristy	Candidate
COLLEGE	Bachelor of Science in Accountancy Adamson University	June 2007-March 2011
SECONDARY	Parañaque Science High School Dr. A. Santos Ave. Pque. City	June 1995-March 1999
ELEMENTARY	Lycee D’ Regis Marie Dr. A. Santos Ave. Pque. City	June 1989-March 1995

Career Service Eligibility

- Civil Service Sub-professional Eligible
- Civil Service Professional Eligible

Employment History

- **Instructor – Visayas State University – Main Campus**
(July 15, 2020 – present)

Job Description:

- ❖ Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course
- ❖ Creates a learning environment that encourages student involvement and participation.

- **Finance Senior Supervisor, Bounty Agro Ventures Inc. – Ormoc Business Center**
(July 21, 2014 – September 30, 2020)

Job Description:

- ❖ Supervision and monitoring on all areas of Rotisserie Finance e.g. sales and collection monitoring, general & cost accounting
- ❖ Review and analyze accounts payable
- ❖ Monitoring of funds/reimbursement/advances of operations
- ❖ Review and analyze summary of Sales and Collections of CTG stores of all branches and submits daily exception reports
- ❖ Checking and review of inventory reports
- ❖ Schedule and conduct monthly physical count of rotisserie inventories
- ❖ Review inter-branch clearing charges to branches
- ❖ Preparation of trial balance, schedules and summary
- ❖ Conducts special finance audit to all branches

- **Accounting Staff, Bureau of Fisheries and Aquatic Resources – Central Office**
(October 17, 2011 – March 31, 2014)

Job Description:

- ❖ Review Journal Entry Vouchers entered in the e-NGAS for its completeness and correctness.

- ❖ Assist in the editing of Journal Entries entered in the e-NGAS
 - ❖ Prepare adjusting entries and correcting entries
 - ❖ Prepare consolidation of the BFAR – CO Financial Statements and Notes to Financial Statements with its Regional Offices and Centers Financial Statements
 - ❖ Prepare the Bank Reconciliation Statements of BFAR MDS Accounts and Regular Accounts
 - ❖ Reconciliation of e-NGAS Subsidiary Ledgers
- **Accounting Staff, National Fisheries Research and Development Institute - BFAR**
(August 1 – September 15, 2011)

Job Description:

- ❖ Update the subsidiary ledgers for TF101 and TF102
- ❖ Prepare the manual Monthly Cashflow Statements
- ❖ Assists in encoding in the eNGAS
- ❖ Process payroll for Job Orders

On – the – Job Training

- Accounting Department, Philippine Charity Sweepstakes Office
Job Description:
 - ❖ Review disbursement vouchers specifically for print ads, radio ads and TV. ads for their completeness, compliance with the established policies and procedures , proper authorization and resolve problems before preparing for data entry
 - ❖ File reports, transaction documents and other related items according to established methods and index
 - ❖ Respond to staff and public inquiries regarding their claim for disbursement
 - ❖ Update the timeliness of the disbursement subsidiary ledger

Certifications

- ❖ Certified Accounting Technicians – December 2021
- ❖ Registered Cost Accountant – November 2021
- ❖ Certified Bookkeeper – October 2021

Trainings and Seminars

November 12, 2021	Applying Analytical Procedures in Financial Statements Audits Common Payroll Issues Every Accountants Should Know and How to Correct Them Expanded Withholding Tax Rules for Big and Small Taxpayers Managing Cash and Working Capital Through the Crisis Managing Stress in the Workplace Taxpayer Remedies on BIR Audits Update and Clarifications on CREATE Law National Institute of Accounting Technicians Online via Zoom
October 26 & 28, 2022	Excel Pivot Table for HR & Accountants Workshop International Federation of Professional Managers (IFPM) Online via Zoom
March 17-21, 2014	Philippine Public Sector Accounting Standards (PPSAS) and The Revised Chart of Accounts (RCA) Commission on Audit – Central Office PIDS, Commonwealth, Quezon City
February 4-9, 2013	Updates on Government Budgeting, Accounting, Auditing Rules & Regulations & Withholding Taxes Commission on Audit in coop. with BFAR-CO Tanza Oasis Hotel, Tanza, Cavite
November 6-9, 2012	Training on the New Government Accounting System Commission on Audit in coop. with BFAR-CO Tanza Oasis Hotel, Tanza, Cavite

Technical Skills

- ❖ MS Microsoft Word
- ❖ MS Microsoft Excel
- ❖ MS Microsoft Power point
- ❖ Internet Application
- ❖ MS Microsoft Publisher
- ❖ E-NGAS (Government Accounting Software)
- ❖ SAP Interface (Accounting Software)

Personal Data

Nickname : Maries
Birthday : April 12, 1982
Place of Birth : Parañaque City
Mother’s Name :Lolita Avellana Ortega
Father’s Name :Benito Cano Ortega
Religious Affiliation : Roman Catholic
Language Spoken : English and Filipino
Nationality : Filipino
Height : 5’0”
Weight : 45 kg

Character Reference

Lina F. Zulueta, CPA
Chief Accountant
Bureau of Fisheries and Aquatic Resources
(02) 456-63-02

Lily S. Datu, CPA
State Auditor III
COA Government Accountancy Sector
(02) 931-75-77

I hereby certify that the above information is true and accurate

Maria Aries Ortega - Poliquit