

Rodjie M. Ortega

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OBJECTIVES

- To acquire a job that will challenge my ability and skills in order to grow in the company.

EDUCATIONAL BACKGROUND

Tertiary: Asian College of Technology

2012 – 2016

International Educational Foundation

Bachelor of Science in Business Administration Major in
Operations Management
Corner Leon Kilat & P. del Rosario Sts., Cebu City

WORK EXPERIENCE

Accenture

Program Control Services Associate

- Manage resources contract and their respective WBS
- Update data in Sharepoint for documentation and reporting
- Forecasting of actuals based on Resources working hours and WBS used
- Check and review new contracts and mobilization
- Create Invoice and submit in Ariba System for Client approval

Juanito King & Sons, Inc. – King Properties

AP Accountant – Finance & Accounting Department

- Used IFCA Accounting Software for processing payables
- Process Commissions for Agents & Brokers
- Prepares BIR CAR 1606 & 2000OT and Certificate of Title for Submission
- Prepare Billing Statement for the Homeowners

INTERNSHIP EXPERIENCE

Filinvest Land Incorporated, Cebu City

Project and Request Management/Assets, Supplies and Transportation Services Intern

- Used SAP application to monitor the distribution of company assets and inventory supplies.
- Assists in company events on site.
- Responsible for receiving inventory requests and releasing.

- Helped in acquiring quotations from suppliers.

PROFESSIONAL SKILLS

Proficient in Microsoft Office '2007, 2010, 2013 & 2016 (Word, Excel and PowerPoint):
Knowledgeable in IFCA Accounting Software and other computer applications.
Interpersonal & Communication Skills

SEMINARS ATTENDED

Project Management Seminar

Held at 8F Avenir Building
Archbishop Reyes Avenue, Cebu City

June 3, 10, 17 & 24, 2017

FINANCE LEADER'S CONGRESS "Road to Success"

Held at the Center for Performing Arts, University of San
Jose –Recoletos (Main Campus) Magallanes St.,
Cebu City, Philippines

October 4, 2015

"YOUNGMARK: H.Y.B.R.I.D."

Held at University of San Jose –Recoletos (Main Campus) Cebu
City, Philippines

September 27, 2015

REFERENCES

Chester S. Abenasa
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I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Rodjie M. Ortega
Applicant