



MAYBELLINE ESTANISLAO ORENCIA

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize and improve my skills and abilities.

- 297 Purok 1 SB Cansinala, Apalit, Pampanga, Philippines 2016
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- +639928145221
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PROFILE

Date of Birth : November 15, 1997
Place of Birth : Apalit, Pampanga
Civil Status : Married
Nationality : Filipino
Religion : Roman Catholic
Height : 5' 3"
Weight : 136 lbs

SKILLS

- Dedicated and hardworking person
- Fast learner and willing to learn new skills
- Have wholesome values of honesty and integrity
- God-fearing individual

CONTACT REFERENCE

Ma. Blesilda Saw
 Sec. Mgr - UPPC
 0945-866-5930

Mr. Rafael Baesa
 College Professor - "BuSU"
 0929-256-5656 / 0998-990-4978

WORK EXPERIENCE

TREASURY OFFICER/ACCOUNTING OFFICER

United Pulp and Paper Co., Inc Dec 2019 - Present

- Processing cash management (Check preparation, releasing and online transactions for all the disbursements local)
- Monitoring daily cash position report
- Processing import payables and forex trading
- Preparing cash flow and rolling reports
- Processing payment for Vat Duties and BIR taxes
- Processing invoices from accounts payable section
- Trade collections and Fund transfer posting in SAP

CONTENT WRITER

Panorama Press Marketing & Media Jun 2022 - Dec 2022

- Writing, editing, and posting interesting content on various social media platforms like Facebook, Twitter, and Instagram.
- Choosing the right images or videos to go with the content.
- Converting marketing concepts into a hashtag, blog post, or longer for various social media platforms.

ON-THE-JOB TRAINEE

Philippine Deposit Insurance Corporation Jul 2017 - Aug 2017

- Completed clerical tasks such as filing, copying and distributing mail.
- Answered incoming telephone calls, took down messages and provided information.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.

EDUCATION HISTORY

Manuel L. Quezon University

Diliman, Quezon City, Philippines S.Y . 2018-2019

Bachelor of Science in Accountancy

Bulacan State University

Malolos, Bulacan, Philippines S.Y . 2014-2018

Bachelor of Science in Accounting Technology

Pampanga Central High School

San Agustin, San Simon, Pampanga, Philippines S.Y . 2010-2014

Secondary (High School)

Graduated Class Valedictorian

Pampanga Central Educational System Inc.

San Agustin, San Simon, Pampanga, Philippines S.Y . 2004-2010

Primary (Elementary)

Graduated Class Valedictorian