



MA. ODEZA ARQUIBEL

ACCOUNTANT

My Contact

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📍 17 Paglinawan St. Sunrise Dr. Fourth Estate,
Sucat, Paranaque City

Hard Skill

- Financial Accounting
- Bookkeeping
- Administrative
- Billing, Invoicing
- General Ledger

Soft Skill

- Attention to detail
- Teamwork Skills
- Communication
- Multi-taskier
- Adaptability
- Collaboration Skills

Education Background

- Philippine Christian University
Masters in Business Administration
Completed in 2019
- Navotas Polytechnic College
Bachelor of Science in Business Administration - Major in Management Accounting
Completed in 2007
- Regional Science High School
Completed in 1999

About Me

Dedicated and detail-oriented Accountant with more than 10 years of experience. Eager to apply previously gained knowledge in monitoring, maintaining, and completing client billing and reconciliations. Special interest in achieving the best solution to client's challenges through collaborations. A firm believer of solve over process.

Professional Experience

Bayer Business Services Philippines Inc. *2021 – Present*

Key responsibilities:

- Source-to-Pay Process Invoice
- Responsible for the posting of invoices received in the system
- Handles business entities and vendors inquiries
- Managing the Open Items per vendor account
- Suggest process improvements based on the above information by conducting collaborative callison.

Fanbi Food Inc – Ganso Shabuway *2013 – 2020*

Key responsibilities:

- Manages the overall financial performance and Financial statement of the company
- Reports directly to the Managing Director
- Handles the cash disbursement vouchers
- Prepares and make Cheques

Omnico Consortium Inc. *2007 – 2011*

Key responsibilities:

- Accounts Payable
- Process Invoices using SAP system
- Makes cheques to all due and not due vendors.

Achievements

2022 Bayer's Top Performer for RnR

2007 Graduated as Excellence Awardee

