

ANGELA MARICH B. ARIENDA

amarich27@gmail.com | <https://www.linkedin.com/in/angelamarich/>

Taytay Rizal, Philippines | +63 998 970 0127

PROFESSIONAL SUMMARY

- Dynamic and accomplished accounting professional with a decade of expertise in Financial and Accounting Operations, complemented by a strong administrative background.
- Well-versed in general accounting principles and proficient in utilizing various digital platforms, software, and systems.
- Years of leadership experience gained from diverse environments of profit and non-profit organizations

WORK EXPERIENCE

Admin & Finance Manager – Part-time

Nov 2022 – present

Fresh Prutas, Co. (*Start-up business*) – Pasig City, Philippines

- Established and implemented the administrative and operation processes of the business
- Oversaw and streamlined order processing, invoicing, and daily delivery operations coordination
- Prepared financial reports, providing accurate and up-to-date information for decision-making
- Developed and implemented manual and automated processes for document management and report generation using Google work tools

Audit Analyst – General Assurance

Feb 2023 – Feb 2024

PricewaterhouseCoopers AC Manila • Pasig City, Philippines

- Prepare reports summarizing audit findings and recommendations for improvement
- Performed audit testing and analysis of financial data to identify potential inconsistencies or errors
- Gathered and prepared documentations for audit sample testing

Accounts Payable Associate – Staria Oyj, Finland account

Aug 2022 – Dec 2022

Atticus Solutions Inc • Pasig City, Philippines (remote)

- Validated vendor invoices using OCR host site

Accounting Officer

Nov 2021 - Aug 2022

Sienna Sales & Marketing Inc • Mandaluyong, Philippines

- Performed invoice encoding through Tbred Software
- Acted as an accounting and admin officer

Significant Contributions:

- Conceptualized and implemented an automated inventory and AR monitoring thru GSheets
- Improved accounting forms and templates such as P.O., invoice, reimbursement, and others
- Created the 2022 employee IDs, business cards, digitalized 201 files of employees and others
- Trained and mentored tenured and new employees for digital applications, systems and company's inventory and other daily operations

Administrative Officer I (Cash Operations)

Nov 2017 - Feb 2021

National Children's Hospital • Quezon City, Philippines

- Prepared checks & bank advice (ADA) using LBP WINACICDES software
- Performed data validation of disbursement vouchers and monthly report preparation
- Solved discrepancies and tracking payments for verification
- Communicated with suppliers, bank officers, and other payees for other payments disputes

Significant Contributions:

- Developed a digital monitoring of disbursement thru MS Excel for easy tracking
- Acted as Section's Core Team representative and contributed for ISO Documentations and Research study
- Organized and spearheaded meetings for sections monthly reports and updates

Cashier (Front Desk Registration)**May 2014 - Oct 2017**

Wack Wack Golf and Country Club • Mandaluyong City, Philippines

- Performed cashiering using Archangel and POS software
- Managed cash, delinquent accounts, and other cash reports
- Solved discrepancies in members payments and other payment disputes
- Acted as customer and front desk assistant for members and guests

Significant Contributions:

- Managed to track down check payments and other payables missing (special project assigned)

Accounting Assistant (Accounts Receivable)**Mar 2013 - Aug 2013**

Right Goods Philippines, Inc. • Pasig City, Philippines

- Approving Purchase Orders of the clients
- Updating and monitoring clients' account using NetSuite software
- Stock inventory and van audit

Accounting Assistant (Bookkeeper)**Jun 2012 - Feb 2013**

G.A. Jocson & Co. • Mandaluyong City, Philippines

- Manual end-to-end bookkeeping, tax filing on BIR software
- Preparation of Monthly Financial Statements and Schedules
- Field working on clients' office

EDUCATION

Master's in Public Administration**Aug 2021 – May 2022**

University of Rizal System • Antipolo Rizal, Philippines

- Units earned: 9units only

Bachelor of Science in Business Administration**Jun 2008 - Mar 2012**

University of Rizal System • Binangonan Rizal, Philippines

- Major in Financial Management
- Graduated with Service award for campus and community service.
- Student Government and Accountancy & Business Club Officer

TECHNICAL SKILLS

- Proficient in Microsoft Office 365 tools: Outlook, Teams, Word, PPT and intermediate to advanced knowledge in Excel
- Internet savvy: can use online and digital platforms for data management and operations, Google tools: Google Sheets, Slides, Forms etc
- Administrative Skills: clerical, organizing, memos, data management, coordinating
- ERP / Accounting Software Experience: NetSuite, SAP, Quickbooks Online, Thoroughbred, Smart Audit Platform, Aura
- Training and development, and event coordinating skills

PROFESSIONAL CREDENTIALS

- Civil Service Professional Eligibility
- Quickbooks Online Certified (Aug2021)
- Xero Advisor and Xero Payroll Certified (Aug2021)

VOLUNTEER WORK

Core Youth Leader Volunteer Oct 2008 - Dec 2021

Asian Social Institute: Children & Youth in Action for Sustainable Future • Manila, Philippines

Outdoor Education Resource Speaker Feb 2018 – Dec 2022

Project RONIN • Mandaluyong City, Philippines