
NYJU EAPEN

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UAE Driving License No :3798579 (Automatic)



CAREER OBJECTIVE

Want to make the finest use of my skills and capabilities towards the organization's objective with sheer determination and dedicated hard work, and also to obtain experience of working in a proper working environment in order to avail an opportunity for self-development and advancement in my career.

PROFILE SUMMARY

- Familiarity with Generally Accepted Accounting Principles and Standards.
- Skilled in researching, collating, and analyzing financial data
- Proficiency in accounting softwares (Tally ERP 9 & Peachtree) and MS Office suite
- Excellent organizational, communication, and collaborative skills
- Good Knowledge in filing VAT returns
- Have four plus years of experience in construction industry.
- Holding valid UAE Driving license.

PROFESSIONAL QUALIFICATION

- **MBA in Financial Management** from Mahatma Gandhi University, Kerala - India (2012-2014)
- **BCom in Computer Application** from Mahatma Gandhi University, Kerala -India (2009-2012)

CAREER SUMMARY

A. Royal Breeze Building Contracting LLC, Dubai

(Working as an Accountant from December 2016 to till date)



Roles & Responsibilities

- Preparation of monthly payroll for more than 250 employees
- Managing and oversee the WPS system for salary transferred.
- Preparing financial reports and analyzing the profitability of projects
- Preparation of short term and long term financial forecasts.
- Manage the tax invoice generation, operation and credit control.
- Calculation of Value Added Tax and Filing of VAT returns
- Maintain book of accounts in a computerized environment.
- Managing Accounts payable and receivables.
- Banking reconciliation and debtors ledger reconciliation.
- Preparing the monthly & yearly management accounts, final accounts and manage the internal & external review for these documents.
- Preparation of weekly payment summary of creditors and sub -contractors.
- Handling & verification of Petty cash.

B. Silver Builders, Kerala - India

(Worked as an Accountant from May 2014 to October 2016)



Roles & Responsibilities

- Receiving and recording invoices also arrange payments.
- Preparation of Financial reports, VAT related reports and reporting to Finance manager.
- Preparing project wise income statement for Top Management.
- Preparation of Final accounts.
- Complete analysis of expenses on weekly & monthly basis.
- Accounts payables & receivables.
- Manage and support monthly and year end closing process, including reconciliations and analysis of related company accounts.
- Oversee the cash management function including banking relationship.
- Verification of journal entries passed by accounts & Payroll departments.
- Authentication of payments ([Pre - audit of all payments).

EXECUTIVE COMPETENCIES

- Team player and motivator with good interpersonal and communication skills.
- Spontaneous ability to adapt different working environments.
- Willingness to learn and cooperate with others, respect others thought and belief.
- Punctual, loyal, pious, flexible, eager to learn & take additional responsibilities in job
Result oriented & solution focused, can interact at all levels within and outside firm.
- Trustworthy and Good leader ship quality.

TECHNICAL SKILLS

- Working knowledge of Accounting Packages: Tally ERP 9 & Peachtree (Have a diploma in Tally accounting software course)
- Well versed with MS Office tools, mainly consisting of MS Word, Excel
- Well proficient with Internet, Gmail & Outlook express.
- Good knowledge in File converting and editing softwares.

PERSONAL DETAILS

Name	:NyjuEapen
Father Name	:Thomas Eapen
Date of Birth	:November 15,1991
Gender	:Male
Marital Status	:Single
Nationality	:Indian
Passport No.	:K8003085
Languages Known	:English,Hindi,Malayalam,Tamil
Visa Status	: Employment Visa(Valid till May 2019)

DECLARATION

I do hereby declare that the particulars of information and facts stated above are true and complete to the best of my knowledge and belief.

(NyjuEapen)