



**ARUN JOHN EAPPEN**

Kazhunnuvalathu House

Lakkattoor P.O

Kottayam - 686502

**Contact:** 9048454858

**E-mail:** [eappen.john100@gmail.com](mailto:eappen.john100@gmail.com)

**Educational Qualification:**

- Bachelors of Commerce (Major Accounting) from M.G University, Kerala on 2015.

**Language:**

- English, Malayalam, Tamil.

**Personal Profile:**

Father: Eappen Andrews

Date of Birth: 15/03/1994

Marital Status : Unmarried

Nationality: Indian

Visa Type: Employment

Passport Number: N0378522

**Career Objective:**

To obtain a challenging position in an organization where accomplishments are rewarded with responsibility and to gain experience in an inclusive environment that values everyone's contributions, appreciates diversity of thoughts and fosters growth.

**Professional Experience:**

➤ **Company Name: Sedana Trading LLC**

**Place:** Sharjah U.A.E.

**Designation:** Accountant General

**Duration:** January 2018 to Present.

- ❖ Monthly Bank Reconciliation Statement Customers account, suppliers account, Intercompany accounts periodically.
- ❖ Monthly Financials Submitting, Maintain Tax payments and VAT implementation.
- ❖ Manage cash in hand, Petty cash, multiple bank accounts, Banking facilities & PDC cheques.
- ❖ Experience in passing Journal entries and preparation of Accounts, Trial Balance, Trading & Profit and Loss account, Balance sheet.
- ❖ Handling client calls and their quires. Providing proper reply to them within the Service Level Agreement.
- ❖ Making delivery challan, Voucher creation.
- ❖ Adjustments for Sales Return and Purchase Returns.
- ❖ Passing entries for various expenses on Monthly basis.
- ❖ Checking invoices with purchases orders, goods received notes.
- ❖ Preparing Payments vouchers for payable and other Expenses.

**Technical Skills:**

- Tally ERP.9 Accounting Application.
- MS Office Suite (Word, Excel, PowerPoint).
- Orion Accounting Software.

**Skills:**

- Highly organized and self-motivated.
- Ability to maintain accuracy, solve problems.
- Professional verbal and written communication skills.
- Able to develop productive work relationship.
- Strong customer service skills.

- **Company Name: Saju & Jose (CA Firm)**  
**Place:** Kottayam, Kerala, India  
**Designation:** Accounts Assistant  
**Duration:** April 2015 to December 2017

- ❖ Devote a time in Statutory Audits field as well as in vertical of Bank Audits (Concurrent Audit, Statutory Audit), Stock Audit, and School Audit.
- ❖ Quite familiar with all type of Projection due to working in Project Reports.
- ❖ Finalization of Tax Audit Reports along with all Annexure, Computation of Taxable Income as per Normal & MAT Provisions, Filing of E-Tax Annual Return, TDS Return Verification & Filing, Service Tax Return.
- ❖ Internal & Inspections Audit of various Educational Institutes.
- ❖ Well versed financial analysis and strategic planning.
- ❖ Accounts & Balance Sheet Compilation of various Companies, Proprietorship, Firms.
- ❖ Prepared bank deposits, performed monthly bank reconciliation.

**Declaration:**

I hereby declare that the above furnished details are true to the best of my knowledge and belief that I have not concealed any information, which might reasonably be expected to affect my suitability for the position applied.

Truly,

**Arun John Eappen**