

Niyas PA, CMA

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Summary — Finance Manager with 8+ years of work experience in Financial Reporting, Financial Statement Analysis, Financial Planning, Budgeting, Internal Auditing, and ERP software. Possess an MBA in Finance and Marketing with a focus on Managerial Accounting. Presently seeking a suitable position with an employer who has a supportive, growth-oriented environment that welcomes ideas on how to succeed and improve, along with long term career opportunities.

Skills

- External Financial Reporting, Budgeting and Forecasting, Cost Management, Financial Statement Analysis, Internal Auditing, Reconciliation, Accounts Payable, Accounts Receivable, Payroll, Banking, MS Office, IFRS, DIFC Regulations, Automation, Artificial intelligence in accounting and finance.

Experience

Boyden Middle East Ltd, DIFC, Dubai, UAE

Nov 2022 – Till Date

Finance Manager

- Monthly Reporting: Prepare, review, and present accurate and financial reports, dashboards, and board presentations to shareholders and executive leadership.
- Corporate Tax and VAT Compliance: Ensure compliance with VAT and statutory tax regulations.
- Journal entries and Reconciliations: Review and approve journal entries, adjustments, and reconciliations to ensure accuracy and compliance with accounting standards.
- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Coordination with banks for transactions and monitoring fund positions and preparing monthly bank reconciliation.
- Verify all documents and reconciliations up to date for monthly and quarterly reports and annual audit.
- Monitor key performance indicators (KPIs) and provide insightful commentary on business performance.
- Manage and reconcile intercompany accounts and transactions within the group structure.

Key Achievements:

- Introduction of QuickBooks Online, significantly improved data visualization and reporting efficiency, reduced report generation time by 70 Percentage and financial reconciliation time by 50 Percentage.
- Boyden KSA Finance: Managed Boyden KSA branch by Implementing Zoho accounting system, Managing Payroll, VAT and Corporate Tax Filing as per ZATCA Compliance Requirements.
- Implemented Automation in Expense reimbursement, in HR Dept for Attendance, Leaves and Performance review.

Kew Solutions, Media City, Dubai, UAE

Nov 2022 – Till Date

Accounts Manager

- Prepare monthly, quarterly, and annual financial statements in compliance with IFRS and UAE regulations.
- Implemented Automation for recurring invoices and successfully migrated 5 years data to new accounting system.
- Coordinate with banks to maintain positive relationships and resolve urgent matters.
- Audit coordination: Facilitate the annual audit with external auditors.
- Cost Control: Monitor and control costs for IT Projects, and Implemented PO system for all procurements.
- Payroll: Prepare payroll file, get approval from management and processing payment.
- Managed an accounting assistant team, guiding day to day task for accurate reporting.
- Manage project costing, revenue recognition (percentage of completion), and coordination with project and sales teams.
- Contribute to the continuous improvement of financial processes and systems.

Key Achievements:

- Improved report generation time from five days to two by automating financial statements.
- Led and mentored junior accountants, increasing team productivity by 50 Percentage.
- Enhanced expense tracking, reducing unnecessary costs.

Arencos Real Estate Est, Dubai, UAE

Dec 2020 – Oct 2022

Accountant

- Prepare and analyse the monthly financial statements. including review of rental income and Opex transactions.
- Ensured that all rental income and expenses are correctly stated at the end of each period.
- Monitoring of income, expenses vs. Budget for residential properties and preparing variance analysis report.
- Monitor and review Capex spending against the budgeted Capex and update Capex progress on regular basis.
- Generating and Verifying Monthly fixed assets and depreciation report.
- Monthly Reconciliation of the Bank Account, Accounts Payable, Receivable, and General Ledger Accounts.
- Verify supplier invoices for accuracy and ensure these are supported by relevant documents such as purchase orders, receipts, and approvals.
- Verify revenue and expense codes and Approve invoice batches in the system to complete the posting process.
- Review journal entries in the accounting ledgers, and ensure accuracy and completion of records.

- Manage payroll, commission review and payments, and employee provisions in coordination with HR.
- Coordinate with external auditors for financial audit at year-end.

Key Achievements:

- Analyzed departmental budget variances and identified spending patterns that enabled an 10 Percentage reduction in operational expenses.
- Streamlined accounts payable, reducing the invoice payment cycle by seven days.

Unizone Global Cargo LLC, Dubai, UAE

July 2018 – Dec 2019

Accountant

- Preparation of monthly management reports, tracking financial performance against budget.
- Analysing financial performance and contributing to medium and long-term business planning and forecasts.
- Managed financial departments with responsibility for reporting cost center performance, and Budgets.
- Follow up accounts receivables on time to manage working capital.
- Review, analyse and approve invoices obtained from Accounts Payable Associate.
- Maintained cash management process. Including reporting of cash balances, and monthly cash flow forecasts.
- Execute Accounting for all areas such as booking invoices, expenses, salaries, banks, sales, and fixed assets.
- Managed quarterly VAT filing and documentation.

Key Achievements:

- Led a team to integrate a new financial system, improving operational efficiency by 15 Percentage.
- Establish internal controls, approval matrices, and risk management frameworks.

First American Corporation, Bangalore, India

Feb 2017 – Feb 2018

Auditor

- Preparation of Bank Reconciliation Statement.
- Answering audit queries by giving the necessary information required by the USA auditors.
- Confirm the completeness and Accuracy of the balances reported on the financial statements.
- Verified journal and ledger entries of cash and cheque payments, purchases, expenses, and trial balances.
- Report and present audit findings to the business, make recommendations for solutions and improvements.
- Verifies all financial transactions including payments, account postings, and balances.
- Checking transactions appearing in Book Balance, Trial Balance, and Adjusted Bank Balance.

Key Achievements:

- Certificate of Appreciation (Spotlight Award) For the outstanding performance in a month.

Education

CMA (Certified Management Accountant, USA)

Institute Management Accountants, USA

MBA (Master of Business Administration)

Oxford College of Business Management, Bangalore

B.com (Bachelor of Commerce)

University of Calicut

Certifications

- Data Analytics and Visualization Fundamentals Certificate, IMA USA
- Accounts Executive Program
- Tally Financial Accounting Program

Other Qualifications

Advanced MS Office (MS Word, MS Excel and MS power point)

Power BI - Data Visualization

Oracle JD Edwards EnterpriseOne, SAP, Quick Books, Zoho Books

Personal Profile

Date of Birth : 10 Sep 1992

Marital status: Married

Driving License: UAE and India

Visa Status: Residence Visa

Address: Al Fareej Courtyard , Al Rashidiya, Dubai