

## SEBASTIAN T J



### CONTACT

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### PERSONAL DETAILS

Date of Birth : 22/01/1995  
Marital Status : Single  
Nationality : Indian  
Passport : S8575471  
Gender : Male

### SKILLS

Communication  
Compassion  
Time Management  
Problem Solving  
Leadership Positivity  
MS Office  
Excel  
Tally  
Accounting  
Management

### OBJECTIVE

A person with a strong positive Attitude having sound knowledge of Management, Administration, Accounts and Finance seeking to build Career in a growing Organization Where I can get an opportunity, will prove my abilities by Accepting all challenges.

### EXECUTIVE CREDENTIALS

Expert in Accounts, Operations, Office Administration & Human Resources Assistance with Above 5 years of quantifiable experience in India in Professional Financial Institutions and Tourism organizations with multi – Functional Areas.

### KEY FUNCTIONAL EXPERTISE AREAS

Accounting, Petty Cash Management, Internal Auditing, Administration, Office Management, Human Resources Assistance, Onboarding Documentation, Documentation, Data Entry, Reporting, Customer Management, Supervising, Business Coordination, Collection Management.

### KEY SKILL

- Accounting & Book keeping
- Auditing Experience in Finance related documents (Books of Records and Registers), Office and Field Auditing.
- Handled Multi-Tasking & Multi-mode of office work.
- Well versed with Administration work
- Handled Data management and Processing Successfully.
- Assisted in Human Resources Activities: Supporting to new joiners for their Onboarding and Posting, Public Relation work and Other activities.

## EXPERIENCE

### **Muthoottu Mini Financiers Ltd.: Leading Microfinance Platform in Kerala- India.**

Aug 2023 - January 2024

Internal Auditor

#### Performed Areas

\*\* Office Auditing and Field Auditing \*\* Customer Calling \*\* Staff Analysis \*\* Staff Supervision \*\* Staff training \*\* Grooming \*\* Reporting \*\* Data entry \*\* Problem Solving \*\*

### **CreditAccess Grameen Ltd.: Kerala, India – Bangalore based Leading Microfinance Company**

Aug 2021 - May 2023

Junior Executive (Data Processing and HR Assisting)

#### Performed Areas

\*\* Data Verification \*\* Data Analysis\*\* Document Processing \*\* Data Entry \*\* Reporting \* \* Recording \*\* H R Assistance \*\* Onboarding Processing \*\* Public Relation Works \*\* Grievance \*\* Customer Calling \*\* Staff Training \*\*

### **BRD Securities Ltd.: Kerala, India - Leading Micro finance company,**

Mar 2019 - Apr 2020

Branch Manager

#### Performed Areas

\*\* Branch Management \*\* Accounts Assistance \*\* Administration \*\* Cash Handling \*\* Human Resource Assistance \*\* Staffing \*\* Staff Supervising \*\* Staff Training \*\* Co-ordination \*\*Collection Management \*\* Marketing \*\* Book Keeping \*\* Accounting software Works \*\* Recording \*\* Reporting \*\* Audit Assistance \*\* Customer Service \*\* Customer Calling \*\*

**Annabella House Boat Co.: Kerala Based Houseboat Tourism Company,**

Jan 2017 - Feb 2019

Admin Manager cum Accounts Assistant

**Performed Areas**

**\*\* Accounts Assistance \*\* Administration \*\* Management \*\* Public Relation works \*\* Customer service \*\* Customer Calling \*\* Booking Arrangement \*\* Book Keeping \*\* Cash management \*\* Human Resources \*\* Supervising \*\* Schedule Arrangement \*\* Budgeting \*\* Office Management \*\***

**EDUCATION**

**MG University**

2021

M.com

**University of Kerala**

2015

B.com

**C-Dit**

2017

Diploma in Computer Application

**NSDC**

2018

GST Accounts Assistant

**DECLARATION**

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.