

CURRICULAM VITAE



Jesfin Sebastian

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Career objective

To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn to enable growth and success of both my professional career and of the organization.

Personal Details

Date of Birth	:	26.Feb.1994
Nationality	:	Indian
Gender	:	Male
Father Name	:	Sebastian
Mother Name	:	Rosa
Languages known	:	English, Hindi, Malayalam & Tamil
Marital Status	:	Single

Passport Details

Passport Number	:	N4110916
Date of Issue	:	19-Oct-2015
Date of Expiry	:	18-Oct-2025
Place of Issue	:	Kozhikode

Certification

- Net Banking & Tally ERP 9
- Communication (English)

Qualification

Course	Institution	University\Board	Year of Passing	Percentage of Mark
SSLC	IJMHSS Kottiyoor	State Board of Kerala	2010	52%
PLUS TWO	ST THOMAS HSS KELAKAM	State Board of Kerala	2012	57%
BBA	SNMV COLLEGE OF ARTS & SCIENCE	Bharathiar University	2015	59%
MBA (F.M)	DDE	Annamalai University	2018	69%

Computer Proficiency

- MS Office word & Excel
- Tally ERP 9
- Adobe Photoshop CS3
- Quick Books

Area of Interest

- Finance, HR, Teaching, Team Work
- Administration, Accounts, Operations
- Auditing, Data Entry

Work Experience

Name of Organization	Job Type	Role	From	Location
Auctor Business Solutions	Mortgage	Mortgage Analyst	2015 to 2018	Ernakulam
Birra Business Services	Audit & Accounts	Accountant	2019-2020	Bahrain

Job Description

- Evaluate, authorize approval of commercial real estate, Credit Loans
- Package Creation,Evaluating all home loans(US Lenders)
- Lender Package Submission, & Underwriting
- Verification of WVOE & Payroll Management
- Sure Doc,Docu sign,Quick Books & Tally ERP 9 are used softwares
- Preparation of Trial Balance,Profit & Loss account & Balance Sheet
- Control Invoicing and collection of Receivables & Accounts Payable
- Preparation of Aging Reports , monthly reconciliation,cash flow reports etc
- Vat Filing & Accounts.
- Maintaining all the record of the Accounting Documents
- Book Keeping
- Stock Verification
- Trading , Hospital, Software,Hotel,Project & Consultancy these field are worked

Declaration

I do hereby declare that all the information given above is true to the best of my knowledge and belief. Please feel free to call me on or contact by email, if you require any further information.

Place : Bahrain

Date:

Jesfin Sebastian