

CURRICULUM VITAE

MUKUL SEBASTIAN KALLOOR
KALLOOR HOUSE KOTTUVALLY
KAITHARAM P.O NORTH PARAVUR
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UAE DRIVING LICENSE NO. :199422

CARRER OBJECTIVE:

- I am an ambitious 28 years old Professional who believe in self-motivation and teamwork.
- I have good communication skills. I aspire to cater to the needs of the organization.
- I want to work achieve personal and professional growth.
- As I studied Travel and tourism I can perform in travel and tourism field.
- Studied ticketing and other travel services as it was in travel and tourism.

QUALIFICATIONS:

Sept. 2012–2014 **MBA in Finance Level 9**

Dublin Business School, Dublin Ireland, Liverpool John Moore
University, HETAC Level 9

June. 2009 – 2012 **B. Com Travel and Tourism (65%)**

Presentation College of applied sciences, Mahatma Gandhi University Kerala,
India.

Mar. 2007 – 2009 **Senior Secondary (Equivalent to Higher) (61%) St.**

Joseph's higher secondary school, Kalamassery, Kerala, India.

Mar. 2006 – 2007 **Secondary Education (71%)**

St. Josephs Higher Secondary School Thrikkakkara, Kalamassery
Kerala, India.

WORK EXPERIENCE:

BeaverGulfContracting L.L.C
Dubai, UAE

- 2014 July- March 2019

Position: Accountant/ Finance (Payable & Receivable)

Role: Accounts Payable & receivable for more

than 1400 vendors

PDC fund arrangement & Internal bank transfers Bank

Reconciliation

LC payments and bank co ordination

Payment Certificate billing

Preparing Cheque payment Voucher

Supplier Bill booking and Bill adjustment

Resolve Invoice Discrepancies

Issuance of Credit notes

AM Distributors, Cochin

- 2019 April – Jan 2020

Position: Sales Executive/Team Head

Role: Sales all around south India

Payment & Cheque collection

Weekly team meeting

Performed month end closing procedures.

PERSONAL INFORMATION

Father's Name : K. A. Sebastian

Date of Birth : 11 /05 / 1991

Marital Status : Married

Language known : English, Hindi, Malayalam, Tamil

Nationality : Indian

OTHER SKILLS

Tally ERP.9

E-Promise (SAP Accounting) Advanced

Excel, Word