

CURRICULUM VITAE

MUKUL SEBASTIAN KALLOOR
KALLOOR HOUSE KOTTUVALLY
KAITHARAM P.O NORTH PARAVUR
ERNAKULAM, KERALA, INDIA

Present Address: 209
b, Maithri Apartments,
Opposite Varun Vihar,
Trimulgherry, 'X' Road,
Secunderabad 500015
MOBILE: +919961708369
ksmukul@gmail.com



CARRER OBJECTIVE:

- I am an ambitious 27 years old Professional who believe in self-motivation and team work.
- 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

SCHOOLING QUALIFICATIONS:

Mar. 2007 - Mar. 2009 Senior Secondary (Equivalent to Higher) (61%)
St. Joseph's higher secondary school, Kalamassery, Kerala, India

Mar. 2006 - Mar. 2007 Secondary Education (71%)
St. Josephs Higher Secondary School Thrikkakkara, Kalamassery
Kerala, India,

WORKEXPERIENCE:

2014- 2019

Beaver Gulf Contracting L.L.C

Dubai, UAE

Position: Accountant/ Finance (Payable & Recievable)

Jobs: Accounts Payable & receivable for

more than 1400 vendors

PDC fund arrangement & Internal bank transfers

Bank Reconciliation

Making purchase voucher

Payment Certificate billing

Financial statements

Preparing Cheque payment Voucher

Petty cash handling and Claiming

Updating Monthly Reconciliation

Payroll Process

Supplier Bill booking and Bill adjustment

Dealing with all Vendors

Resolve Invoice Discrepancies

Issuance of Credit notes

Monitored and executed all special billing arrangements for groups as required to ensure postings are align with contract. Liaise with Front Office, Sales & Events, and guests regarding disputed invoices, making necessary adjustments and updating of invoices. Performed month end closing procedures. Responsible for clearing and cancellation/attrition accounts and providing back-up for any variances.

PERSONAL INFORMATION:

Father's Name : K. A. Sebastian

Date of Birth : 11 /05 / 1991

Marital Status : Single

Language known : English, Hindi, Malayalam, Tamil

Nationality : Indian

Other Knowledge:

Tally ERP.9

E-Promise(SAP Accounting)

Advanced Excel