


# SEBASTIAN CJ

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## PROFILE

A highly motivated **B.Com Graduate Specializing in Computer Applications**, I am currently expanding my technical skills through a **Data Science** course with certification from **Illinois Institute of Technology (American University)** and **NSDC(National Skills Development Corporation)**, Certified in Microsoft Excel, Android Development(Kotlin), Software Testing, ChatGPT and Python Programming. Proficient in SPSS and TALLY ERP, with a keen attention to detail and a collaborative work approach.

## PERSONAL PROFILE

Date Of Birth - 23/01/2003  
Sex - Male  
Nationality - Indian  
Marital Status - Single  
Languages - English, Hindi, Tamil & Malayalam

### PASSPORT DETAILS

Passport No : C 4 8 4 6 2 7 8  
Date Of Issue : 22 - 11 - 2024  
Date Of Expiry : 21 - 11 - 2034  
Place Of Issue : COCHIN

## EDUCATION

2021 - 2024

**BACHELOR OF EDUCATION**  
**ST THOMAS COLLEGE PALAI (stc)**

2019 - 2021

**HIGHER SECONDARY EDUCATION**  
**(COMMERCE COMPUTER)**  
**LITTLE FLOWER PUBLIC SCHOOL KOLLAMULA (CBSE)**

2017 - 2019

**SECONDARY SCHOOL LEAVING CERTIFICATE from**  
**ST MARY'S ENGLISH MEDIUM SCHOOL ANGELVALLEY**  
**(CBSE)**

## COMPUTER PROFICIENCY

- Power BI
- MS Excel
- Power Point
- Word
- MySQL

## WORK EXPERIENCE

**Muthoot Finance Ltd, Gold Audit Department**  
**July 2024 - December 2024**

**JOB PROFILE : AUDITOR EXECUTIVE**

- Conducted daily audits across multiple branches to ensure compliance with policies and regulations.
- Verified loan documents and cash transactions for accuracy and transparency.
- Inspected gold packets for purity and authenticity to prevent fraud.
- Monitored CCTV footage to ensure proper branch operations and staff adherence.
- Evaluated staff performance and identified areas for improvement.
- Prepared final audit reports in Microsoft Excel and emailed them to the head office.

## CERTIFICATION PROGRAMS

- Data Science & Machine Learning (**ongoing**)
- Android Development Using Kotlin (**ongoing**)
- Software Testing - Manual & Automation (**ongoing**)
- ChatGPT
- Microsoft Excel
- Python Programming
- Artificial Intelligence Certification from **DUBAI FUTURE FOUNDATION**
- Course on **BUSINESS ENTREPRENEURSHIP** from **ST THOMAS COLLEGE PALAI (STC)**

## PERSONAL STRENGTH

- Strong written and oral communication skills.
- Committed, trustworthy, motivated, energetic and hardworking nature
- Adaptable
- Willingness to learn and explore.
- Open to changes.