

---

## CURRICULUM VITAE

22-05-2023

Selto Sebastian  
Kerala, India  
+91 8075152967  
[seltosebastianck73@gmail.com](mailto:seltosebastianck73@gmail.com)  
22-08-1998- India  
Indian



### EDUCATION

2019

#### **Masters in corporate accounting**

In 2019, I have completed 6 months course in accounting form Kerala Govt.

2016-2019

#### **Bachelors in Commerce**

From 2016 to 2019, I successfully completed my Bachelor's degree in Commerce from Kannur University, India.

2014-2016

#### **Higher Secondary**

From 2014-2016, I successfully completed my Plus two In Science from GHSS Kozhichal, India

### WORK EXPERIENCE

June 2019- Nov 2019

#### **Image Tours and Travels- Worked as a part time Office administrator**

Nov 2019- March 2020

#### **Greens Angadi - HR and Accountant**

Recruiting Staffs, Payroll Activities, Employee data management, Petty cash management, Forecasting, Budgeting etc....

March 2020- Aug 2021

#### **KITEX Garments LTD – Accounts Executive @ Inventory Department**

Handling all inventory data, Sales Order creation, GRN creation. Invoicing, Stock management , Reports preparation etc.

Sept 2021- Present

#### **Axolon ([www.axolonerp.com](http://www.axolonerp.com)) – Accountant & HR Administrator**

Sales and Purchase invoicing, payment follow ups, vendor management, Customer creation,all the accounting works.

Employee Management, leave management, recruiting staffs, Payroll activities, Employee data creation, Vat report Preparation, etc.

---

## **LANGUAGE SKILLS**

English  
Malayalam  
Hindi

## **COMPUTER SKILLS**

Microsoft Excel,  
Microsoft Word,  
Microsoft PowerPoint,  
Power BI  
Go frugal (Software for Retail Industry)  
Stage 7  
Axolon  
Any desk

## **REFERENCES**

- 1.Varghese                      Inventory Manager – KITEX Garments LTD  
   Kizhakkambalam- Kerala, India  
   +91 9846479867
- 2.Bijith Koyeri                MD – Axolon  
   Dubai- UAE  
+91 9633878795                +971 507057729