**SEBASTIN**

**SEBASTIN.362080@2freemail.com**

**Objective**

Seeking a challenging career and aiming to achieve a challenging Position in an organization that promotes my professional growth and prospects.

**Education Profile:**

* **B.SC (Mathematics) (First Class)** in the American College, Madurai Kamaraj University, Madurai.

During 1999 – 2002

* **M.SC (Mathematics) (First Class)** in the American College, Madurai Kamaraj University, Madurai.

 During 2002 – 2004

**Experience Details**

* Administrator and Accountant in “Transpeed Logistics Pvt Ltd, Chennai”, from Jan 2015 to Oct 2016.
* Senior Analyst in “Verizon Data Services Pvt Ltd”, from Jun 2007 to Nov 2013.
* Accountant in “Bas Shipping Pvt Ltd,Chennai” , from Dec 2004 to Jul 2006

**Technical Skills**

* Operating Systems :Windows 2007,XP,UNIX,DOS
* Packages : MS Office
* RDBMS : Oracle
* Testing Tools :QTP, Test Mentor, Winrunner7.5, Load runner8.0
* Bug Tracking Tool : Trouble Ticket, CMIS
* Programming Languages : .Net, C, C++ ,SQL,UNIX
* QTP Frameworks : Keyword Driven, Data Driven.

 **Transpeed Logistics Pvt Ltd–Chennai (India)**

**Administrator and Accountant**

**Jan 2015 – Oct 2016**

**Key Responsibility Areas**

* Preparing the survey report in excel sheet and also in (Inventory software).
* Handling stationeries for the corporate office.
* Maintaining daily attendance, leave records.
* Coordinating with housekeeping.
* Arranging Visiting cards, Access and ID cards.
* Arranging of travel plans for the director.
* Filing, maintaining records
* Using automated accounting systems for data input and to obtain reports
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* To maintain the status of funds.
* Performing account analysis and account research.
* To process accounting transactions.
* Responsible for expenditure and collection transactions.
* Handled customer inquiries, researched problems and developed solutions

**Verizon Data Service India Pvt Ltd –Chennai (India)**

**Senior Analyst**

**Jun 2007 – Nov 2013**

**Projects Undertaken:**

**1. Service Express (SX):**

Client: Verizon

Role: Analyst Team Size: 8

Software: Small Talk, Mainframes

Service Express is an ordering Application. It is being used by reps in centers to get order from the customers. It has various toolbars like customer Management, Products and Lines, Service Request Manager, Contracts, express TOUCH and Supersedures.

* Customer Management-Provides Mailing and Service address pertaining to the customer and also to retrieve information from the express database.
* Lines and products-Associates products to an account for billing. Has an option to Create, Modifies and retire lines.
* Service Request Manager-Most activity in service express results in a service request. Shows all information related to the service request.
* Contracts-A signed agreement between Verizon and customer to provide certain products at a discounted rate.
* Etouch-Used to do adjustments.
* Supersedure-Used to transfer Billing responsibilities.

 Once the order created it will be send to the downstream application for provisioning.

**Key Responsibility Areas**

* Effectively involved in all the kickoff calls.
* Interacting with Developer, Business Analysis and onsite coordinators to resolve the Technical and Environment issues. Participating in the walk through on the requirement documents.
* Understanding the requirements and preparing the test plan.
* Preparing Test objectives and Test case for system testing.
* Reviewing the test cases.
* Involved in functionality Testing.
* Log and report the defect.
* Follow up on defects that are blocking scenarios and push for their closure.
* Certifying the changes to go in production.

**2**. **Express SERVER (eServer):**

**Client: Verizon**

**Role: Analyst Team Size: 11**

**Software: UNIX, Mainframes**

EServer is an automated order processing system and it is created to process off site orders originated through Agents or External Vendors. A variety of record layouts (UAR, ERL) are used, depending on the service being ordered. Express gateway places orders on the DB2 –Control and string tables. EServer polls tables and process orders as they arrive. EServer reuses Service Express domain logic and mainframes services in the creation of service request and then processed by downstream systems for billing and provisioning.

**Key Responsibility Areas**

* Effectively involved in all the kickoff calls.
* Understanding the requirements and preparing the test plan.
* Designing test cases based on requirements specification.
* Reviewing the test cases.
* Understanding various input format and loading to Mainframe system.
* Executing the test cases.
* Log and report the defect.
* Certifying the changes to go in production.

.

**Bas Shipping Pvt Ltd–Chennai (India)**

**Accountant & Supervisor**

**Dec 2004 – Jul 2006**

**Key Responsibility Areas**

* Using automated accounting systems for data input and to obtain reports
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* To maintain the status of funds.
* Performing account analysis and account research.
* To process accounting transactions.
* Responsible for expenditure and collection transactions.
* Handled customer inquiries, researched problems and developed solutions.
* To train the junior accounting clerks
* Researched problems and processed corrected payments
* To maintain records of payment information
* Managing vendor accounts, generating weekly on demand cheques
* Handling payroll of 200 employees
* Maintaining track record of company’s expenses
* Carried Out various Functions related with bank from loans to online banking.