



JAFFER ALI PULAKKAL.

Cell : IND +91 9544186712.

Email : jafferlipulakkal@gmail.com

PROFESSIONAL SUMMARY

An experienced and well-maintained professional with solid Finance and commercial background and ability to work efficiently in a team environment. I am confident that my qualifications and related experience will be beneficial for your organisation.

WORK EXPERIENCE

Business Analyst.

3 Year of experience as a Business analyst for a Healthcare application (**Sanar**) at Maren solutions Pvt Ltd. Hyderabad. India. (2020-Present)

RESPONSIBILITIES

- Stake holder interaction and Requirement gathering.
- Market study and analyse the business requirement.
- Technical feasibility checking and find the solution.
- Preparation of BRD.
- Preparation of FRD.
- Assistance for designs and wireframes.
- Familiar with API Concepts.
- Assistance for development life cycle.
- Manual Testing.
- BA Signoff.

ACCOUNTANT

3 Year of experience as an SAP Accountant in Al-Qaryan Group for Trading, Industry & Contracting. Dammam . K.S.A. (2017-2020)

RESPONSIBILITIES

- Assisting the director of accounting with accounts Payable & accounts receivable
- Intimating the customer about their arrears and helping them from falling into further debts.
- General entries
- Reconciliations of all types including Banks, Debtors & Creditors.
- Assigned tasks to associates, staffed projects, track progress and updated to Managers and clients as necessary.
- Expense Analysis.
- Verification of Petty cash vouchers & Prepare summary.
- Prepare Financial reports and Statement to Managements
- Audit Assistance.
- Documentation.

Administration Experience

- Provide clerical support for sales staff and prepared summary of arrears.
 - Manage all documentation and reports for senior Management.
 - Generating monthly Purchase Reports for SABIC PLANTS.
 - Preparation of monthly payment advices for SABIC.
 - SABIC PLANT ID Preparation, Renewal and Maintenance.
 - Preparation of SABIC PLANT vehicle stickers and Maintenance of data.
 - Preparation and maintenance of Employees data. (Iqama, medical & insurance)
 - Filing and documentation.
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COMPUTER PROFICIENCY

- PG Diploma in Indian and Foreign Accounting (PGDIFA) from I.P.A. Kerala
 - Knowledge in SAP - Business One: Global Certificate Holder (2017). With 3years experience
 - Specialised in Tally ERP 9.0: Global Certificate Holder (2017).
 - Intuit Certification in Quick Books Accounting Software.
 - Advanced Peachtree Accounting Software.
 - Specialist in MS Office- Microsoft Excel Global Certificate Holder (2017).
 - Knowledge in Computer Fundamentals, E-mails & Outlook.
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EDUCATIONAL QUALIFICATION

- **Master of Business Administration (Finance & H.R)**
(University of Calicut, Kerala, INDIA)
 - **Bachelor of Business Administration (Finance)**
(University of Calicut, Kerala, INDIA)
 - **Higher Secondary Certificate in commerce**
(Kerala State board, Kerala, INDIA)
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PERSONAL DETAILS

- Date of birth : 28-05-1994
 - Passport Number : M5494666
 - Driving License : Valid Indian & Saudi License
 - Nationality : Indian
 - Languages : English, Hindi, Malayalam
 - Marital Status : Married.
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DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge and belief.

JAFFER ALI PULAKKAL