

# FAISAL FAYYAZ

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## **PROFESSIONAL SUMMARY**

*A highly skilled and results-driven professional with over 15 years of experience in finance, accounting, and operations management. Expertise in accounts receivable and payable, financial reporting, and cross-border shipping logistics. Proficient in Tally Prime, QuickBooks, Zoho Books, and other financial systems. Demonstrated success in optimizing operational efficiency and managing international client relationships across diverse industries. Seeking challenging opportunities to leverage my skills in a dynamic global environment.*

## **KEY SKILLS**

- **Accounting & Finance Management:** Financial Reporting, Bank Reconciliation, AR/AP Management, Tax Invoicing, Voucher Preparation, Payment & Receipt Management
- **Operations Management:** Logistics Coordination, Customs Compliance, Inventory Control, Petty Cash Management
- **Shipping & Freight Management:** Import Documentation, Export Coordination, Vessel Scheduling, Delivery Orders, Gate Passes
- **Software Proficiency:** Tally Prime, QuickBooks Online, Zoho Books, AS400 (IBM System), New Climax CSUL Porta
- **Client & Supplier Relations:** AR/AP Management, Invoicing, Discrepancy Resolution, Vendor Relations
- **Compliance & Reporting:** Invoice Generation, Shipment Documentation, Regulatory Compliance, Data Entry

## **PROFESSIONAL EXPERIENCE**

**Senior Account Executive (Group Accountant)**

**Al Sham Food Factory LLC, UAE | May 2024 – Present**

- Manage all accounting functions for the organization using Tally Prime, including creating tax invoices, purchase invoices, and payment receipts
- Oversee accounts receivable and payable, ensuring accurate financial records and timely payments.
- Prepare bank reconciliation reports, ensuring that all transactions are in line with company records.
- Issue receipt vouchers for customer payments and manage petty cash expenses with full transparency.
- Support monthly and year-end closing activities and assist with financial audits to ensure compliance with UAE financial regulations.
- Lead the preparation of cheques for disbursements, maintaining proper documentation for all payments.

**Senior Executive (Overseas Clients AR & AP)**

**WaterLink Group of Companies, Karachi, Pakistan | May 2018 – Oct 2023**

- Managed Accounts Receivable (AR) and Accounts Payable (AP) for overseas clients, ensuring invoicing, data entry, and processing payments in an accurate and timely manner.
- Engaged in proactive follow-ups with overseas clients to manage both receivables and payables.
- Utilized New Climax CSUL Porta software for job balancing reports, agent invoices, agent receipts, and ledger management.
- Managed the Statement of Accounts (SOA) for global agents and facilitated communication regarding the payment process.

**Operations & Finance Executive**

**Royal Gulf Shipping & Logistics LLC, Dubai, UAE | Dec 2015 – Feb 2018**

- Optimized operational processes for logistics, customs documentation, and shipping operations, ensuring regulatory compliance with Dubai Trade and DP Customs regulations.
- Managed petty cash for the operations department and ensured daily cash flow was accurately documented.
- Coordinated import/export logistics with shipping lines, tracking shipments until delivery to customers.
- Supervised and streamlined document flow between different departments to maximize operational efficiency and enhance customer service.
- Conducted daily meetings with the team to review performance, identify areas for improvement, and ensure high productivity levels.
- Prepared custom declarations and handled container Gate-In & Gate-Out Token generation for Dubai's customs clearance.

**Finance & Customer Service Officer**

**APL Pakistan Private Limited, Karachi, Pakistan | March 2012 – Sep 2015**

- Managed billing and financial reporting for export and import operations, ensuring the smooth processing of Bill of Lading (BL) instructions and documentation.
- Collected payments from customers and maintained records of all financial transactions
- Produced daily reports on Telex releases, Waybills, and upcountry invoices for locations like Faisalabad, Lahore, and Multan.
- Proactively followed up with customers to ensure timely submission of BL instructions and to prevent any shutout containers.
- Managed invoicing, pricing, and billing processes for the company, ensuring consistency and adherence to tariff formats.
- Responded promptly to customer queries, resolving issues efficiently and maintaining customer satisfaction.

**MnR & Vessel Boarding Officer**

**APL Pakistan Private Limited, Karachi, Pakistan | Nov 2009 – Mar 2012**

- Registered vessel information in PACCS for new arrivals, ensuring proper documentation for the vessel's entry.
- Submitted Entry General Manifest (EGM) and communicated vessel information with KICT terminal, KPT, and MMD.
- Coordinated vessel arrival/departure information and "No Demand Certificates" to KPT.
- Prepared arrival and departure reports, including crane intensity and berth productivity, to track vessel performance.

#### **Import Documentation Analyst**

**NYK Shipping Lines, Karachi, Pakistan | Feb 1998 – Mar 2007**

#### **Import Documentation Responsibilities:**

- Issued delivery orders and gate passes for full imported containers, ensuring smooth customs clearance.
- Entered Import General Manifest (I.G.M) data into the AS400 system, ensuring alignment with vessel advisories from Singapore.
- Managed empty container-aging lists and tracked the status and location of empty containers.
- Coordinated with customs authorities for necessary amendments to consignment documentation.

#### **Warehouse Management Responsibilities:**

- Performed warehouse tasks related to the receipt, storage, and distribution of products and materials.
- Conducted inventory counts for both incoming and outgoing shipments, resolving discrepancies.
- Maintained other shipping records, including returned goods and returnable pallets.
- Managed shipment posting and ensured smooth order closure once shipments were completed.

#### **EDUCATIONAL PROFILE**

- **Bachelors of Business Administration-(BBA)**, Preston University, Karachi, Pakistan | 2008
- **Pre-Engineering-(HSC)**, Jinnah Government College, Karachi, Pakistan | 2002
- **Secondary School Certificate -(SSC)**, Sir Syed Children Academy, Karachi, Pakistan | 1999

#### **COMPUTER SKILLS**

- **Accounting Software:** Tally Prime, QuickBooks Online, Zoho Books
- **Enterprise Systems:** AS400 (IBM Operating System), New Climax CSUL Porta
- **Microsoft Office Suite:** Word, Excel, PowerPoint, Outlook

#### **PERSONAL INFORMATION**

- Father's Name : Fayyaz Ahmed
- Date of Birth : 17<sup>th</sup> Jan 1983
- Nationality : Pakistani
- Marital Status : Married
- Religion : Islam
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#### **INTERESTS**

- Environmental Conversation
- Magazines & Newspaper
- Cricket

#### **LANGUAGES**

- English: Fluent
- Urdu: Native

#### **REFERENCE**

Available Upon request.