

FAISAL FAYYAZ

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Nationality: Pakistani

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OBJECTIVES

"Seeking a job according to my experience and education, in any appropriate forum, where I can contribute my skills and efforts and can work under pressure".

WORK EXPERIENCE

Sr. Executive (Overseas Clients AR & AP)

WaterLink Group of Companies (KHI-PAK)

(May 2018 – Oct 2023)

- Maintained a log of outstanding shipments and effectively coordinated with customers to settle outstanding balances, ensuring the achievement of AR% targets.
- Managed Accounts Payable and Receivable invoicing, data entry, and the processing of payments in an organized and timely manner.
- Facilitated the processing of documents for outward remittance payments through the bank for foreign agents, demonstrating comprehensive knowledge of annexures and other required documentation.
- Engaged in proactive follow-ups with overseas customers, managing both receivable and payable accounts.
- Possessed a strong understanding of New Climax CSUL Porta functionalities, including job balancing reports, agent invoice balancing, agent invoices, agent receipts, and account ledgers.
- Maintained effective communication from foreign agents around the world for SOA settlement and process all related to document to bank with proper compliance.
- Performed additional duties as required by management.

(Operations & Finance Manager)

Royal Gulf Shipping & Logistics LLC (Dubai U.A.E)

(Dec 2015 - Feb 2018)

- Improved operational processes to ensure accuracy and compliance, while conducting daily monitoring efforts to ensure that productivity objectives meet company and departmental standards.
- Organized daily and weekly meetings with staff as needed to review overall team and individual performance.
- Demonstrated a deep understanding of DP Custom Regulations, including Dubai Trade Custom submission requirements, DPA regulations, ED pass and container Gate-In & Gate-Out Token generation.
- Supervised the work processes, documentation flow and communication within the Operations Department and across other departments to ensure efficient operations, maximizing productivity, customer service, and teamwork.
- Submitted custom declarations using the Dubai Trade website.
- Managed Petty Cash on a daily basis.
- Maintained accurate financial records tracking incoming and outgoing business finances.
- Planned and controlled logistics for Import/Export in coordination with shipping lines, monitoring shipments up to the customer's end.

(Finance & Customer Service Officer)

APL Pakistan Private Limited (KHI-PAK)

(March 2012 - Sep 2015)

- Maintained a log of outstanding shipments and collaborated with customers to settle outstanding balances, ensuring the achievement of AR% targets
- Submitted daily reports to the CFC for Cash and all Financial Instruments collections.
- Conducted data collection and manipulation for financial reporting, pricing, billing, and recoveries.
- Proactively followed up with customers to ensure timely submission of Bill of Lading (BL) instructions before vessel arrivals, ensuring that manifests were prepared in the system for all containers loaded on board, preventing any shutout containers.
- Managed the processing of all 3/3 Original Bill of Lading (OBL) sets for Telex release or BL Surrender before releasing cargo to its destination.
- Provided timely responses to customer queries and effectively resolved any issues.
- Produced daily reports on all Export BLs, Telex releases and Waybills released to customers, including complete charges in accordance with the tariff format.
- Generated invoices for all upcountry locations, including Faisalabad, Lahore, and Multan.
- Carried out additional duties as required by management.

(MnR & Vessel Boarding Officer)

APL Pakistan Private Limited (KHI-PAK)

(Nov 2009 - March 2012)

- Submitted vessel registration on PACCS for upcoming new vessels
- Submitted vessel's Entry General Manifest (EGM) entry in the EGM system.
- Provided vessel arrival information and acknowledged it to KICT terminal, KPT, and MMD.
- Submitted a "No Demand Certificate" for the vessel's departure to KPT.
- Updated vessel Import/Export container information on a daily basis.
- Prepared Arrival/Departure reports, including crane intensity and berth productivity, based on the vessel's schedule.

INVENTORY DUTIES AND RESPONSIBILITIES

- Ensured accuracy in all inventory records
- Monitored the timeliness of receiving and issuing all parts.
- Reconciled Bin Cards with the Issuance Book.
- Updated inventory issuances in the (SAP) system.
- Conducted regular reconciliation of Bin Cards with the Issuance Book.
- Tracked and recorded issuances necessitated by delays in Purchase Order (PO) creation.

(Import Documentation Analyst)

NYK Shipping Lines Pakistan (KHI-PAK)

(February 1998 - March 2007)

IMPORT DOCUMENTATION RESPONSIBILITIES

- Issued delivery orders and gate passes for imported full containers.
- Entered Import General Manifest (I.G.M) data into AS400, aligning it with vessel advisories from our International Head Office located in Singapore.
- Managed the empty container aging list and tracked the locations and status of empty containers.
- Coordinated with customs authorities to handle customs amendments for the final destinations of consignments.

WAREHOUSE RESPONSIBILITIES

- Performed warehouse tasks related to the receipt shipment storage, distribution, and delivery of products, parts, and materials. Loaded, unloaded, moved or stored items in accordance with delivery or routing documents
- Conducted item counts for both incoming and outgoing shipments, cross-referencing them against packing lists and documenting any discrepancies.
- Prepared receiving and shipping reports, making note of any shortages or damages.
- Generated bills of lading or dray tickets for each shipment and verified and documented all items loaded for shipping.
- Posted shipments to customer orders and calculated the remaining balance to be shipped. After completing the shipment closed out the order and forwarded documents to the production, planning, and accounting departments.
- Maintained other shipping records, including returned goods and returnable pallets.
- For received goods, inspected and counted all items unloaded from railroad cars, trucks, or trailers.
- Checked the supplier's count and reported discrepancies to the carrier and the purchasing office, also initiating damage claims for in-transit damage.

EDUCATIONAL PROFILE

- BBA (Bachelors of Business Administration) from Preston University (Year of Passing – 2008)
- HSC (Intermediate in Pre-Engineering) from Jinnah Govt College (Year of Passing – 2002)
- SSC (Matriculation in Science) from Sir Syed Children Academy (Year of Passing – 1999)

COMPUTER SKILLS

- Microsoft Office (Outlook, Word, Excel, PowerPoint)
- AS 400 (IBM Operating System)
- QuickBooks Online
- New Climax Version (Pakistan Freight Forwarders)
- Online Zoho Book Management System (ZMS)

PERSONAL INFORMATION

- Father's Name : Fayyaz Ahmed
- Date of Birth : 17th Jan 1983
- Nationality : Pakistan
- Marital Status : Married
- Religion : Islam
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ACTIVITIES AND INTERESTS

- Environmental conversation
- Magazines & Newspaper
- Cricket