# RESUME

**Fayis Kolayath**

Farwaniya, Kuwait.

Mobile: +965 69646260

Email: fayis.kolayath@gmail.com, kizafkolyath@gmail.com

Civil Id No:289120302345 (Transferable Visa)

# Career Objective

To acquire a position in an organizational setting where skills and knowledge can be utilized, where significant contributions can be made to help the organization realize its goal, and to have the opportunity for further growth and self-development.

#  WORK EXPERIENCE

Company Name **:** Gurlis Group Co.

Position **:** Delivery Supervisor.

Address **:** Ardiya, Kuwait.

Inclusive Date **:** 12th June 2018 to Present

# Main Job Tasks and Responsibilities

1. Lead, guide and direct drivers regarding freight movement schedules and customer delivery expectations.
2. Review and revise driver schedules to increase efficiencies and lower costs.
3. Coordinate teams of delivery drivers and make sure they execute procedures according to company standards.

# WORK EXPERIENCE

Company Name **:** Smart Shipping Co.

Position **:** Sales and Operations Coordinator

Address **:** Hawalli, Kuwait.

Inclusive Date **:** 24th Dec 2017 to Present

# Main Job Tasks and Responsibilities

1. Handling various projects and coordinating operational activities.
2. Communicating with the clients and their suppliers to prepare export/import documentation.
3. Coordinating with the forwarders and shipping agencies to keep track shipments.
4. Providing the customers with all necessary requirements and information for clearance of shipments from various authorities in Kuwait.
5. Preparing reports and administrative databases.

**WORK EXPERIENCE**

Company Name **:** Al Ashrafiya International Foodstuff Co.

Position **:** Invoicing Officer

Address **:** Shuwaikh, Kuwait.

Inclusive Date **:** June 2014 to 21st Dec 2017

Company Name **:** Al Ashrafiya International Foodstuff Co.

Position **:** Assistant sales Coordinator

Address **:** Shuwaikh, Kuwait.

Inclusive Date **:** May 27th 2012 to May 31st 2014

# Main Job Tasks and Responsibilities

* Preparing billing invoices to customer and ensure the accuracy of the invoices using SAP Business System.
* Preparing Order Request for daily basis to Agility.
* Analyze vendor invoices to ensure pricing accuracy.
* Prepare records information in the book keeping records from invoice data and enter into an accounting or book keeping software program.
* Scanning and attach all the invoices for daily basis in each Delivery Note in the system.
* Follow up and review all Sales Orders.
* Raise Invoices by converting approved Sales Order in the system.
* Review invoices to ensure that the margins are accurate and favorable.
* Report to the Finance Department on customers who have crossed their Credit / Period Limit.
* Report to the Finance Department if a customer has not been created in the system.
* Follow up on invoices finalized.

Company Name **:** Frontline Logistics

Position **:** Business Development Executive

Address **:** Farwaniya, Kuwait.

Inclusive Date **:** May 28th 2011 to Jan 2012

Company Name **:** Al Jaber Optical Center

Position **:** Senior Sales Consultant

Address **:** Dubai, U.A.E.

Inclusive Date **:** Mar 25th 2008 to Dec 2010

Company Name **:** Spencer Int. Co.

Position **:** Merchandiser (Carrefour, Dubai)

Address **:** Dubai, U.A.E.

Inclusive Date **:** March 2005 to March 2007

# ACADAMIC QUALIFICATIONS

* Plus Two - Al Majid English School (Dubai)

##  **COMPUTER KNOWLEDGE**

* MS Office, Excel Applications, Power Point, MS word, Microsoft Outlook. Al Shamel System and SAP Business System.

**Key Competencies**

* Planning and organizing
* Persuasiveness
* Adaptability
* Verbal and written communication
* Negotiation
* Resilience
* Stress tolerance
* Goal driven

**Training Attended**

* Ron Kaufman
* Excellent Service Training

## **ABILITIES**

* Quick learner
* Ability to adapt any working atmosphere
* Good customer handling capabilities
* Ability to monitor my job successfully
* Excellent communication skill
* Capable of handling my job efficiently

## **LANGUAGES KNOWN**

English, Hindi, Malayalam,Arabic

## **PERSONAL INFORMATION**

Father’s Name **:** Esmali Fazaludheen

Date of Birth **:** 03/12/1989

Sex  **:** Male

Marital Status : Married

Nationality **:** Indian

Religion **:** Islam

**Declaration**

I do here by declare that the furnished above are true and correct to the best of my knowledge and belief

Place: Kuwait **Fayis Kolayat**