

Mubeen Shah

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PROFESSIONAL SUMMARY

A motivated and results-oriented professional with a proven track record in logistics, customer service, and operations. Skilled in supply chain management, inventory management, transportation logistics, operations management, and problem-solving. Eager to leverage expertise to contribute to the success of a dynamic team.

EDUCATION

University of Haripur, Pakistan

August 2017 – August 2021

Bachelor of Science in Commerce

PROFESSIONAL EXPERIENCE

Operations Executive — WeOne Company, Jebel Ali Port

June 2024 – Present

- Manage day-to-day operations at Jebel Ali Port, ensuring smooth workflow and efficiency.
- Oversee cargo handling and documentation processes.
- Coordinate with port authorities, shipping lines, and clients.
- Identify and resolve operational issues promptly.

Customer Service Representative cum Accounts Assistant — World Vision Travel, Haripur

April 2023 – March 2024

- Provided exceptional customer service, handling client inquiries and bookings.
- Assisted with travel arrangements, including ticketing and itinerary management.
- Maintained accurate financial records, processed payments, and reconciled accounts.

Cargo Assistant — Transmarine Logistics

March 2022 – February 2023

- Assisted with import and export cargo handling procedures.
- Prepared and processed shipping documents.
- Communicated effectively with clients and internal teams to ensure timely deliveries.

TRAINING

Sales Assistant Training — IATA

May 2017 – October 2017

- Developed knowledge of travel industry sales techniques and procedures.

Security Guard SIRA Training — SIRA AMAN Training Center

May 13–17, 2017

- Obtained security guard certification as per SIRA regulations.

LANGUAGES

- **English:** Fluent
- **Urdu:** Native