



MUBEEN SHAH

TALLY CLERK

CONTACT

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Email: mubeenshahmashwani@gmail.com

Location: Jafza Dubai UAE

SKILLS

- Cargo & Inventory Management
- Tallying & Documentation
- Warehouse Operations
- MS Excel & Inventory Software
- Accounts Management
- Customer Service & Administration
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

CERTIFICATION

Security Guard Training
Sales Assistant IATA (6 Months)

SUMMARY

Motivated and detail-oriented Tally Clerk with hands-on experience in logistics, cargo handling, and inventory management. Adept in clerical duties, stock verification, and coordination between departments to ensure efficient cargo operations. Seeking a challenging role in a reputed organization where I can contribute to operational excellence.

WORK EXPERIENCE

Weone

Tally Clerk

JUNE 2024 - PRESENT

- Verify cargo shipments and update inventory systems accordingly.
- Ensure accurate documentation for inbound and outbound cargo.
- Maintain daily tally sheets and reconcile inventory record.
- Perform visual inspections to identify damaged or misplaced goods.

World Vision Travel

April 2023 - Mar 2024

Accounts Assistant cum Customer Service Representative

- Verify cargo shipments and update inventory systems accordingly.
- Ensure accurate documentation for inbound and outbound cargo.
- Perform visual inspections to identify damaged or misplaced goods.
- Maintain daily tally sheets and reconcile inventory records.

Transmarine Logistics

Mar 2022 - Feb 2023

Cargo Assistant

- Assisted in the coordination of cargo handling operations.
- Prepared and checked shipping documents.
- Updated cargo tracking systems.
- Ensured timely loading and unloading of goods.

EDUCATION

BS Commerce

2017 - 2021

GCMS Haripur | University of Haripur

GPA: 3.2 / 4.0

Diploma in Commerce

2016 - 2017

GCMS Haripur | KPbte

Grade: B