

# MUBEEN SHAH

TALLY CLERK



## CONTACT

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- 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** JUNE 2024 - PRESENT  
Tally Clerk

- 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