

# Mubeen Shah

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## Summary

Highly motivated professional with experience in cargo handling, accounts, and sales. Adept at managing tasks efficiently and thriving in challenging environments. Proficient in MS Office and multilingual (English, Urdu).

## Experience

### *Tally Clerk (Jabel Ali Port)*

*Weone Dubai* (May 2024 - Present)

- Manage financial records in a fast-paced port environment.
- Utilize accounting software (e.g., Tally) to streamline processes.

### *Accounts Assistant*

*World Vision Travels, Haripur* (April 2023 - March 2024)

- Assisted in maintaining financial records and managing accounts.
- Utilized accounting software to improve efficiency.

### *Cargo Assistant*

*TML Pvt Ltd, Islamabad* (March 2022 - February 2023)

- Managed cargo shipments to ensure timely delivery.
- Coordinated with teams to optimize shipping processes.
- Maintained accurate records for smooth cargo handling.

## Education

- *The University of Haripur* (2021): BS-Commerce (Hons)
- *KPBTE* (2017): D.Com
- *BISE Abbottabad* (2015): Matric

## Skills & Certifications

### *Technical Skills:*

- MS Office (Word, Excel, PowerPoint)

### *Operational Skills:*

- Cargo Handling (IMDG Goods, Container Training)
- Accounts Management
- Inventory Management & Data Entry

### *Soft Skills:*

- Compliance & Safety

### *Languages:*

- English (Fluent)
- Urdu (Fluent)