

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)