

**Curriculum Vitae**

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| [**Dina.151020@2freemail.com**](mailto:Dina.151020@2freemail.com) |
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| ***OBJECTIVE*** |
| *To be a part of a highly professional team, to seek greater challenges and more responsibilities in an Administrative oriented company, to apply the knowledge attained from my previous work experience and widen it.* |
| ***EDUCATION****:* |
| Mass of Communication [Cairo University](https://www.facebook.com/pages/Beni-Suef-University/112303645451650)  2010 TO 2014 Cairo – Egypt - Grade: V. Good |
| ***Current Position:*** |
| **Company:** Al Sharid Auditing & Management Consultancy.  **Designation:** Administration Assistant  **Period:** (From 03/2017 up to now)  **Duties & Responsibilities:**   * Handled all word & excel processing and typing. * Entered data for reports, production items, shipping, and inventory. * Helped plan and organize company functions. * Answered the telephone and represented the company in a professional and businesslike manner. * Researched and set up a voice mail answering system. Result: Saves time for both the receptionist and the customers. * Created, organized, and set up an information center for manuals and schematics. Result: Better access to needed information, and less time searching for it. * Arrange the reports and cases to send to the court. * Arrange meeting & handle the files. |
| ***Work Experience:*** |
| **Company:** Trust Debt Collection and legal Consultant.  **Designation:** HR Assistant  **Period:** (From 11/2015 up to now)  **Duties & Responsibilities:**   * Answering employee questions * Processing incoming mail * Creating and distributing documents * Providing customer service to organization employees * Serving as a point of contact with benefit vendors/administrators * Maintaining computer system by updating and entering data * Setting appointments and arranging meetings * Maintaining calendars of HR management team * Compiling reports and spreadsheets and preparing spreadsheets   **Company:** Golden Falcons Construction.  **Designation:** Executive Secretary  **Period:** (Six years as an office manager) - (from 02/2010 to 10/2015)  **Duties & Responsibilities:**   * Handled all word & excel processing and typing. * Entered data for reports, production items, shipping, and inventory. * Helped plan and organize company functions. * Answered the telephone and represented the company in a professional and businesslike manner. * Researched and set up a voice mail answering system. Result: Saves time for both the receptionist and the customers. * Created, organized, and set up an information center for manuals and schematics. Result: Better access to needed information, and less time searching for it.   \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  **Company:** AL Serkal Real State.  **Designation:** Executive Secretary  **Period**: (Two years as an executive secretary) - (from 12/2008 to 01/2010)  **Duties & Responsibilities:**   * Handled all word & excel processing and typing. * Entered data for reports, production items, shipping, and inventory. * Helped plan and organize company functions. * Answered the telephone and represented the company in a professional and businesslike manner. * Researched and set up a voice mail answering system. Result: Saves time for both the receptionist and the customers.   Created, organized, and set up an information center for manuals and schematics. Result: Better access to needed information, and less time searching for it.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  **Company:** AL Thabat Bldg. Cont. United Arab Emirates Sharjah  **Designation:** Secretary  **Period:** (Two years as a secretary) - (from 10/2006 to 12/2008)  **Duties & Responsibilities:**   * Handled all word processing and typing. * Entered data for reports, production items, shipping, and inventory. * Helped plan and organize company functions. * Answered the telephone and represented the company in a professional and businesslike manner. * Researched and set up a voice mail answering system. Result: Saves time for both the receptionist and the customers. * Created, organized, and set up an information center for manuals and schematics. Result: Better access to needed information, and less time searching for it.   **Company:** Falcon packs General Trading**.**  **Designation:** Secretary  **Period:** (One year as Secretary) - (from 8/2005 to 9/2006)  **Duties & Responsibilities:**   * Handled all word & excel processing and typing. * Entered data for reports, production items, shipping, and inventory. * Helped plan and organize company functions. * Answered the telephone and represented the company in a professional and businesslike manner. * Researched and set up a voice mail answering system. Result: Saves time for both the receptionist and the customers.   Created, organized, and set up an information center for manuals and schematics. Result: Better access to needed information, and less time searching for it. |
| ***Language skills:*** |
| Arabic –Native Language,  English –Excellent |
| ***Computer Skills*** |
| * Microsoft Windows Power User (Almost all Versions including Vista). * Microsoft Office 2000, XP, 2003, 2007 Professional user (Word, excel, PowerPoint and Access). * Perfect Knowledge of Internet & Internet Searching. |
| ***Personal Skills:*** |
| * Can work under pressure and meet deadlines. * Can handle more than one task at the same time. * Can adapt to new situations and learn new tasks quickly. * Effective communications and human relations principles. * Marketing and advertising. * High performance teams. * Public speaking. * Customer service. * Problem solving and decision. * Making Basic sales & planning process. |
| ***Personal Information:*** |
| Date of birth 13 June, 1985  Marital status Married  Nationality Egypt  Visa Status Husband Visa  License I have a UAE Driving License and I own a car |
| ***Interests:*** |
| * Reading and sports * Travel and mobility   ***All References & Certificates are Valid upon Requests***  *Thank you for your Time*  ***Dina*** |