

**Curriculum Vitae**

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| **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.
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| ***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.

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| ***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.
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| ***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.
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| ***Personal Information:*** |
| Date of birth 13 June, 1985Marital status MarriedNationality EgyptVisa Status Husband VisaLicense 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***  |