Curriculum Vita

Personal Information

Dina Sabry Sayed



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Gender: Female |Date of birth: September, 27, 1994|Nationality: Egyptian|Place of birth: Cairo, Egypt | Marital Status: Single

Objective

Seeking for a position at your esteemed company where I can improve my experience and to prove my potentials and gain a new experience & take a newchallenge.

Education

- Master's degree (MSc) in Business Administration (Human Resources Management), Faculty of Business, Ain Shams University,2023
- Bachelor's degree in commerce, Business Administration department, Faculty of commerce, Ain ShamsUniversity, 2016

Training / Courses / workshops/ Certificates

- 2023-Programming Diploma (Java and Python) from Egyptian Russian Center
- 2023-IC3 Course from Egyptian Russian Center
- 2021- The Test of English language proficiency (TELP) equivalent to TOEFL with score 600 From center of public service and social development at Ain shams university.
- 2020 – Excel course computer system from corporate finance institute (CFI)
- 2018 - HR Certification (HRCI) at leaders for consulting & training from November, 2018 to February, 2019.
- 2016 -TOEFL Practice Tests (the academic test of English as a foreign language (with ascore of 553 marks from Cairo University at The Centre for Foreign Languages and Professional Translation - August, 2016
- 2016 - Soft Skills Course including strategic planning- Team Building- Basics of Leadership - Time Management and Setting Priorities- Accelerated Learning from July to August, 2016 (Human Resources & Entrepreneurship Unit - Faculty of commerce – Ain Shams University)
- 2015 - Summer Training at Co-operative of Petrol Form July to August, 2015
- 2015 - ICDL Certificate from Citscomp Soft (Microsoft Certified)

Experiences

- Underwriting Specialist at Misr Healthcare network company – from September, 2021 till now

- Travel Insurance Pool from June, 2021 to September, 2021
- HR Specialist (Recruitment, Payroll, Personal) at Al-Weqaya Specialized pharmaceutical industries from 12/2017 to 2/2021.
- Administrative & Data Entry at Education Center from 7/2016 to 12/2017 (1Year 6 Months) - Job Description and responsibilities:
  (Responsible for Attendees, prepare documents and data entry, correction of homework and Exams, and responsible for some accounts tasks.

Language (s)

Arabic: Mother tongue

English: Very Good

Computer skills

- Excellent command of Microsoft office tools. (Word, Excel, power point)
- Excellent command of E-mail tools.
- Excellent command of website tools.
  Excellent command of windows tools.

Organizational / Managerial skills

- Planning and organization.
- Accuracy and attention to details.
- Working under pressure of time.
- Excellent communication abilities with tact and interpersonal skills.
- Technology skills and ability to use various modern technologies.
- Respect for confidential information.
- Ability to work with team.
- Problems solving.
- Good decision maker.
- Quickly learning
- Self-study

References / Certificates

Available upon request

Finally**,** thank you for taking the time to read my resume, hoping I will be a member in your respectful organization