

Dina El-Sayed Seddik El-Setiha

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E-mail: dsetiha@gmail.com

Date of Birth: 1/10/1985

Objective

I'm looking forward to getting a job in a well-managed and reputable organization that believes in employee development necessity.

Profile

Adore teamwork, Ability to work under pressure, Consultation of opinion colleagues at work and learning from others, Communication skills, Diplomatic and tactful. Disciplined, Creative, Smart, Flexible, Serious, Humor, Honest and Sincere Person.

Education

- **2020:** Business Administration Diploma (Arab Academy for science & Technology)
- **2018:** Professional Human Resources Certificate (Arab Academy for science & Technology)
- **2015:** Master's Degree in mass communication, Faculty of Arts, Alexandria University.
- **2006:** Bachelor's Degree in mass communication, Faculty of Mass Media & Communication Technology, Misr University for science and technology.
Major: Public Relations & Advertising

Professional experience

- **2020-present: HR supervisor at Egyptian English language schools**
 - Consistently recruiting an excellent staff.
 - Maintaining a smooth onboarding process.
 - Training, counseling and coaching our staff.
 - Resolving conflicts through positive and professional mediation.
 - Carrying out necessary administrative duties.
 - Conducting performance and wage reviews.
 - Developing clear policies and ensuring policy awareness.
 - Handling workplace investigations, disciplinary and termination procedures.
 - Maintaining employee and workplace privacy.
 - Contributing to the development of school goals, objectives, and systems

- **Jan 2018-2020: HR Recruiter at Egyptian English International schools**
 - Determine staffing needs (ADRP)
 - Advertising for vacancies on different platforms (Linked in, Indeed, Wuzzuf)
 - Screening resumes and setting shortlist.
 - Matching applicants to job positions
 - Counseling for internal recruitment based on qualification database
 - Conducting initial interviews
 - Coordinating technical interviews with the hiring managers according to specialization
 - Following up on the interview process status
 - Designing job offers according to payment structure
 - Finalize employees joining with orientation and onboarding

- **2011-2015: Academic Volunteer at Alexandria university**
 - Coordinate academic reports for professors, link among professors and undergraduate students, survey for scientific publications
 - Revise academic thesis and report for supervisors about its prime validity
 - Assist for educational quality measuring by comparing ability of subjects to achieve its objectives.

Skills Summary

- Public relations Skills
- Computer Services
- Scheduling
- Written Correspondence
- Professional Presentations
- Time Managing



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY
6th of October City
EL MOTAMAYEZ DISTRICT
Tel 201 135 468 5 / 6 / 7 Fax 201 135 468 7

Misr University For Science & Technology

Admission & Registration Department

Graduation Statement

SN : ٢٠٦٨٢



This is to certify that Dina El-Sayed Sedek El-Setiha

Place of Birth

El-Gharbia

Date of Birth

01/10/1985

Is awarded the Bachelor's Degree in Mass Com.

From the College of Mass Media & Communication Technology

Major Public Relations & Advertising (Arabic Section)

With a general grade of Excellent/Honors *CGPA (3.80)Cum. Percent* 88.0 %

In the Spring *semester of the academic year* 2005 - 2006

As approved by the University Council on 31/07/2006

This graduation statement has been provided upon the request of the applicant to be submitted to whom it may concern.

Director

Ashraf Abd Alla

Dean of Student Affairs

Prof.Ph.D. Khadiga M. A'tia

Dean

Prof.Ph.D. Farouk Abou Zeid

University President

Prof.Ph.D. Mohamed R. Mahmoud

Issue Date : 16/10/2006



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Professional Diploma

The Arab Academy for Science, Technology
& Maritime Transport

Community Service & Continuing Education Program

Certify That

DINA EL SAYED SEDDIK EL SETIHA

Has successfully completed the professional diploma in

Business Administration

Date : 7 October 2021



Prof. Mohamed Essam Khedr
Dean of Admission & Registration

Date : 09/01/2022
No. 4/22
Reg. 170115477

Patent #5,636,874



TouchSafe®



MetallicSafe® Patent 5,704,651



Professional Certificate

The Arab Academy for Science, Technology
& Maritime Transport

Community Service & Continuing Education Program

Certify That

DINA EL SAYED SEDDIK EL SETIHA

Has successfully completed the professional certificate in

Human Resources

Date : 2 March 2018



Date : 19/07/2018
No. 295/18
Reg. 170115477



Dr. Essam Kosba
Dean of Admission & Registration

Patent #5,636,874

VALID
TouchSafe®

