


# DINA SAIED

Alexandria

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## OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## EXPERIENCE

### Damac Real Estate

2021 - 2022

Hr & Administrative Assistant

Maintain employee records (soft and hard copies)

Update HR databases (e.g. new hires, separations, vacation and sick leaves)

Assist in payroll preparation by providing relevant data, like absences, bonus and leaves

Prepare paperwork for HR policies and procedures

Process employees' requests and provide relevant information

Coordinate HR projects, meetings and training seminars

Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes

Manage the department's telephone center and address queries accordingly

Prepare reports and presentations for internal communications

Provide orientations for new employees by sharing onboarding packages and explaining company policies

### El Bedaya Logistics

2018 - 2020

Executive Secretary

Manage and coordinate daily, weekly, and monthly calendars of senior managers

Organize logistics and plan events

Schedule necessary meetings

Liaise between executives and employees/clients

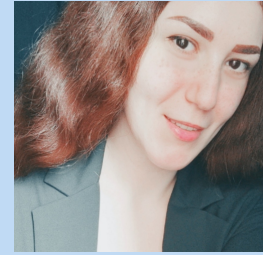
Generate regular reports and update databases

Make and confirm all travel arrangements

Manage phone calls and emails with professionalism

Respond in a timely fashion to managers' requests

Facilitate communication within the company to maximize workflow (e.g. distribute vital information, schedule presentations and plan for logistical needs)



## PERSONAL DETAILS

Date of Birth : 6/07/1995

Nationality : Egyptian

## SKILLS

problem solving



multi tasker



time management



## LANGUAGES

Arabic / English

## **Zara / Azadea Group**

*2015 - 2017*

### **Sales**

Greet customers as they enter the store

Answer customer questions and assist with requests

Execute purchases and returns at the cash register while checking for accuracy

Restock and organize merchandise on the sales floor

Resolve customer complaints and issues in a timely and professional manner

## **EDUCATION**

### **Alexandria university**

*2020*

Faculty of Arts

### **HR School**

*2022*

Human Resources Managment Diploma

## **COMPUTER SKILLS**

Microsoft office applications (Word - PowerPoint - Excel)

( CRM . ERP ) Systm