



# *Dina Khaled Mohamed*

## **CONTACT**

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Sidi Bishr – Alexandria - Egypt

## **PERSONAL INFO.**

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**Date of Birth** : 22/06/1998

**Place of Birth** : Alexandria.

**Nationality** : Egyptian.

**Gender** : Female.

**Marital status** : Single.

## **SKILLS**

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- Communication
- Time management
- Attention to details
- Self-Motivating
- Solving Problems
- Leadership skills
- Creativity
- Work Under Pressure
- Good with public relation figures
- Customer service.
- Responsibility.

## **ABOUT**

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Seeking for a position where I can make a good use of my skills and experience to make growth of your company and to achieve new skills and experience that could help me with my career and my life style.

## **EXPERIENCE**

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- **Public relation at Mostafa Kamel Hospital Alexandria from 2020 to 2022**
- **Administrative at Everest International School Alexandria from 2022 till now.**

## **EDUCATION**

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**- Bachelor of Commerce Accounting department – Alexandria University (2020)**

## **LANGUAGES**

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**Arabic:** Mother tongue

**English:** Very good (writing and reading)

## **COMPUTER SKILLS**

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- Microsoft office (**Word, Excel, and PowerPoint**).
- Professional in dealing with internet, search engines and browse through the web.