

**Dina Mohamed osman Ali**  
**01027589031**  
**E-mail: [dodtymohamed@gmail.com](mailto:dodtymohamed@gmail.com)**

**Objective :**

A professional progressive environment where one can attain  
Comprehensive knowledge and experience in many filed That my interpersonal skills,  
as the job require

**Education :**

from2012-2016: lessens Degree of law.  
faculty of law ,Cairo University.  
**overall Grade:** pass  
from2016: Diploma in economic.  
In faculty of economic &politics ,Cairo university

**\*Jobs:**

- *H.R manger at bank masr club .. 2 years*
- *Manager of Executive secretariat departmen .*
- *Personal assistant to manager director*  
*At bank masr club.*

**Course &certificate:**

How to be leader in FEPS  
**From** 28<sup>th</sup> November 2016 **to** 5<sup>th</sup> December2016  
Tax accounting in Sadat academy (certified)  
**From** 21<sup>th</sup>september2016 **to** 31<sup>th</sup> march 2017  
Future lawyer  
**From** 2013-2014-2015  
Participant at made in Egypt (Egypt in 70day`s HR).  
I`m One of the founding family of freedom of Commerce Cairo University College.  
Delegate in EBSM  
Committee member of the college cultural and political  
English course at monetary place indicator(level8)  
حكام الغد (لجنه اقتصاديه ) Delegate in

**skills**

- English: fluent
- French: good

**Computer skills**

- Very good command of Microsoft Office
- Advanced user of Peachtree
- Advanced user of QuickBooks
- Advanced user of E-Mail Application & internet

### **Personal skills**

- Good communication skills
- Problem solving skills
- Multi-tasking skills
- Time management & planning
- Teamwork
- Hardworking
- Flexibility & adaptability
- Self –motivated & Goal oriented

## **REFERENCES FURNISHED UPON REQUEST**

**Hoping that my qualifications meet your interest and approval**