

Dina Tarek Safwat Prince

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Education

Bachelor of English Commerce, Ain Shams University, 2019
Major: Accounting Overall grade: Good

Experience

Import coordinator – Dakahlia poultry company
(20 January 2022 – present)

- Head of registrations at registration department.
- Register the products at the agriculture ministry.
- Follow up with the suppliers the process of registration

Accountant – Ministry of Social Solidarity
(1 March 2020 – 31 March 2021)

- Entry Data on Gf-MIS on Oracle.
- Manage and maintain the organization's tax database.
- Review the accounts to ensure the validity of their financial records.
- Ensuring that assets are safeguarded.
- Examining the money going in and out and making sure it is recorded and processed correctly.
- Identifying tax saving and monitoring and analyze tax issues.

HR Recruiter – HDC Contact Center - (20 June- 20 Oct)

- Screen CV's & resumes.
- Performed in-person and phone interviews with candidates.

-Make advertising and communicating with employment agencies.

Telesales USA -Vision Contact Center - (1 April 2018-1 April 2019)

- Answer incoming calls and offering services to customers.
- Management and resolve customer complaints.
- Research required information using available resources
- Document all call information according to standard operating procedures.
- Follow up customer calls where necessary
- Coordinate with the dispatch team to send products or provide services on time to customers.

Ensure feedback from the customer to further improve the customer services.

Secretary at live Academy 2016.

Training at Saib Bank 2017.

Training at Egyptian Arab Land Bank 2016.

Student Activities

-HR member, association of investment business and economics “AIBE”, Ain Shams University 2017-2018.

-Finance and logistics member, association of investment business and economics
“AIBE”, Ain Shams University 2016-2017.

Language

-Arabic: Mother Language.

-English: Excellent Writing-Reading and Listening.

Computer skills

-Microsoft office: Word, Excel, PowerPoint