

Esraa Mahmoud Mohamed Dandash

Personal information :

- **Date of birth** : 10 / 5 / 1997 .
- **Nationality** : Egyptian .
- **Religion** : Muslim .
- **Marital status** : Engaged .
- **Address** : El.Nogoom St , El-Matareya , Cairo .
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Objective :

- Seeking a career opportunity in Human Resources field in a reputable organization that provides a positive work environment in order to gain experience, achieve my career aspirations, prove my worth and improve my knowledge and skills.

Education / Qualification :

- **University**: Helwan University.
- **Faculty**: Faculty of Commerce and Business administration.
- **Academic Degree**: Bachelor of Commerce.
- **Major**: Foreign Trade.
- **Grade**: Good.
- **Graduation Year**: 2019.

Skills / courses :

- Accounting and tax works
- Computer Skills (Microsoft office “ Word , Excel and power point “).
- Internet.
- English course (10 levels) .
- Human resources management diploma .
- Social insurance and Egyptian labor law course .

Activities :

- Reading , drawing , listening to music and travelling .

Experience :

- **Secretary and computer works** (in radiology center) Starting from 2016 till now .
- **Auditor** (at the consultants office for accounting and taxes) starting from 2020 till 2021
- **HR** (at tiba international) starting 2021 till now

Personality :

- Highly responsible, Self Motivated, High Ability to learn, active, sociable ,Good team participant and able to work under pressure ,Good Communication Skills and ambitious.

I hope my C.V will agree yours requirement
& I will have great pleasure
if you accept me in your team