

Dina Mourad Nessim

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Objectives:

Seeking for a challenging career opportunity in a well reputable firm, which will allow me to apply and further develop and improve my skills to meet the job requirement and capitalize on my own development

Education:

School : English School

University: Faculty of Arts (Ancient European Civilization Dep.-Ain shams university- May2003

General Grade: Good

Training Courses :

- **English :** In Arab group of computer & language A.G.C Grade :V.good
- **Computer:** IBC for language and Computer Courses.
- **Secretary Diploma:** IBC for language and Computer Courses

Work experience:

19 years experience in managing all secretary fields in different Companies as follows:

- Work as secretary at Heliopolos for engineering &trading office " Hitachi" for airconditions from June 2003 till May 2004.
- Work as an Excutive secretary at Technoland Co.
(Irrigation systems & export fresh fruits & vegetables From July 2004 Till October 2007.

- Work as an Executive secretary and Assistant Manager
At IAB Co. For Import & Export from December 2007 till now.

Personal Skills:

Job Responsibilities:

- Managing all Secretary fields as follows:

1. Perform advanced secretarial assignments functioning as a management assistant
2. Establish & maintains office files, logs and indexes
3. Sort and distributes incoming mail to staff
4. Arrange meetings and prepare Conference
5. Keeps informed with office details & advice management for problems.
6. Analyzing & entering data
7. Assist in the preparation of budgets financial reports,
8. Typing, Writing offers
9. Translate offers, reports,...etc

- Assistant in some accountant field as follows:

1. Following up Customer account (Collection – Credit)
2. Following up supplier account (Collection – Credit)
3. Following up Cheques (Deposit)
4. Following up receipt of cheques.
5. Following up the purchasing and sales invoices.

- Export Field:

1. Following up documents required for shipping
2. Following up the shipment from the time of load till the time of its arrival

Personal data:

- Nationality : Egyptian.
- Date of birth : 23/03/1982.
- Social status : Married.
- Religion : Christian

Language skills:

- Arabic : Mother tongue (Spoken & Written)
- English : Very Good (Spoken & Written)

Computer skills:

- Windows XP,- Excel XP
- Microsoft office.
- Internet

Personal skills:

- Willing to relocate.
- Good manners.
- High communication skills.
- Able to work under pressure.
- Share the team work.
- Ability to learn and get new skills fast
- Sociable
- Active

References:

Any references required are available upon request.

I hope to be apart of your team which will be a step ahead in my Carrier.