

Dina Khaled Abdel Latif

(AUC)

Contact

Address: El Rehab - New Cairo

Mobile :

Email:

Education

- **Bachelor of Economics and Political science** -English section
Cairo University
- Major: **Political Science.**
- Minor: **Public Administration.**
- Grade: **Very Good.**
- Graduation date: **May**

٢٠١٠. Secondary

Education:

- Abbas El Akkad Language School

Grade: ٩٦% - class ٢٠٠٦

Training Courses

- Human Resources Diploma
EgyCham (SHRM, HRCI, CPD)
- Soft Skills Course
ESLSCA University
- McKinsey Forward Program
(McKinsey & Company
Management Consulting Firm)
- Risk Management Course

Objective

Passionate, well organized, and efficient analyst for political climates with great dedication to managing and coordinating in various sections. I seek to have a suitable career path within a respectable organization that encourages teamwork, creativity, effective socio-cultural environment that will allow me to create and grow.

Work Experience

Admission specialist - ESLESCA Paris Business School

February ۲۰۲۴ - present

- Analyzes the applications of postgraduate students based on standard admission policies.
- Advises prospective students on expectations from the program they are enrolled in and what shall be expected from the university's side.
- Maintains long-term relationships with prospect students and potential leads.
- Advises students about the programs offered, admission requirements, policies and procedures, eligibility criteria and fees.
- updates applicants' records on related system with admission decisions in his/her domain.

Market Researcher - Market Gateway Company

January ۲۰۲۳ - December ۲۰۲۳

- Prepare briefs and commissions research
- Conduct qualitative and qualitative surveys, which may involve field interview.
- Compare different types of market and study their needs and requirements.
- Communicate with exporting companies to explore their best products.

- Data Analysis Microsoft Certified (CLS Learning Solutions)
- Banking principles Egyptian Banking Institute
- Diplomacy Course ARTIC Academy
- International Computer Driving License (ICDL)

Skills and Qualifications

- Confident and an outgoing personality
- Communication and presentation skills
- Flexible, adaptable and agile
- Accurate and attentive to details

Extra Curriculum Activities

Volunteer - Helm Foundation

- Help manage & organize Job forum events for people of determination
- Record educational sessions
- Data entry

Training at Slate Agency - Dubai (٣ months)

- Responsible for contributing appropriate content in line with the brand DNA and marketing strategy.
- Social media management of content creation for cliental, across Instagram and Facebook.
- Maintained an online presence, creating an engaging content and monitoring engagement, such as concept campaign development.
- On ground assistant on campaign photoshoots

Customer Service Advisor - International Manhattan School ٢٠١٧ - ٢٠١٩

- Greet and welcome parents and visitors once they arrive at the office.
- Help visitors with whatever inquiries they've & direct them to the right solution.
- Coordinate parents and teachers meetings and provide school procedures updates.
- Perform clerical duties such as filing, transcribing, managing correspondences .

Laboratory Administrative Assistant - El Nahda Laboratory ٢٠١٣ - ٢٠١٥

- Receiving, processing, reporting and delivering laboratory test results.
- Answering questions about the Lab, filing lab copies of reports and data entry.
- Maintaining inventory and preparing orders for lab supplies.

Internship at Petroleum Air Services

- Administrative tasks such as filing, and writing training orders.
- Managing and coordinating forms of transportation for engineers to different drilling locations.
- Help coordinate internal meetings