

# CURRICULUM VITAE

- Name Lina Mohsen Hassan
- Address 10 Alenshrah street, elnozha algadedda, Egypt



## OBJECTIVES:

I am looking for a challenging career opportunity to work within a HR specialist where my educational background, interpersonal skills and extensive training can be applied to achieve more success in my professional life and further to develop my qualifications.

## EDUCATION:

- B.S, modern academy, management information system (2005).
- Master degree, Arab academy, management business administration specialization human resources (2018-2020).

## EXPERIENCES:

- Worked an administrator in educational center (2016-2018).
  1. Serve a link between general manager and employees.
  2. Direct and coordinate teacher's schedule.
  3. Solve difficult problems.
  4. Checks the accounts.
  5. Telephone answering.
- Worked a marketing in private project in Cairo from (2010-2016).
  1. Purchasing for products that project needs.
  2. Marketing on social media.
  3. Marketing on exhibitions.
  4. Solve the staffing & customer problems.

- Worked a marketing in vas company (gift items) in Kuwait City from (2005-2010).
  1. Deal with daily electronic mail & telephone.
  2. Set catalogues and quotations.
  3. Marketing for our company.

## COURSES:

- EgyCham HR diploma a certified by Ain shams university (2021).
- ICDL certificate (2008).

## SKILLS:

### • **Language Skills:**

- **Arabic (mother tongue language):** Fluent spoken and written.
- **English:** very good spoken and written.

### • **Computer Skills:**

Good knowledge of:

- Microsoft Office (Word & Excel)
- Internet

### • **Soft Skills:**

- Willing to learn.
- Excellent communication skills.
- People oriented.
- Hard worker and poses a high ability to work under pressure.
- High creativeness and imagination skills.

## PERSONAL DATA

- Birth date: 1\7\1983.
- Marital status: married.
- Validity license: available.

**REFERENCES FURNISHED UPON REQUEST**