


Dina Ragab

HR & Business administration

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PROFILE

Dynamic and detail-oriented Human Resources graduate with strong organizational, communication, and leadership skills. Experienced in coordinating high-profile events, supporting team development, and providing training assistance. Skilled in conflict resolution, talent management, and stakeholder engagement. Seeking a **Human Resources positions** to leverage academic background, interpersonal skills, and administrative expertise to support student learning and academic success.

SKILLS

- Human Resources & Talent Management • Conflict Resolution & Employee Support • Event & Administrative Coordination • Stakeholder & Client Relations • Team Leadership & Collaboration • Communication & Presentation • Problem-Solving & Decision-Making • Time Management & Organization

PROFESSIONAL EXPERIENCE

Event & Administrative Coordination

Jan 2023 – Dec 2024

- Gained extensive experience in managing large-scale events, coordinating with stakeholders, and ensuring smooth operations across multiple high-profile occasions.
- Strong track record in guest relations, logistics, scheduling, and team collaboration while maintaining professionalism under pressure.

Riyadh, Saudi Arabia

HR Training Program

Jun 2023 – Jul 2023

Two Wires Company, Cairo, Egypt

Cairo, Egypt

- Completed training in conflict resolution, workplace relationship management, and talent acquisition.
- Applied HR concepts in handling employee grievances and implementing performance improvement strategies.
- Strengthened skills in coaching, mentoring, and supporting workplace development.

EDUCATION

Bachelor's Degree in Human Resources

2019 – 2023

Egyptian Russian University

- Gained solid foundation in HR functions including recruitment, employee relations, conflict resolution, and organizational behavior.
- Completed projects and case studies on workforce planning, performance management, and training & development.
- Developed strong analytical, communication, and leadership skills through academic and extracurricular activities.

CERTIFICATES

Entrepreneurship Certification — Bank Ahly, 2022

- Participated in an intensive program focused on entrepreneurship, business planning, and innovation.
- Acquired knowledge in strategic thinking, startup planning, and financial basics.
- Applied teamwork and problem-solving skills in group projects and entrepreneurial simulations.

LANGUAGES

Arabic



English

