

Michael Charlie Shawky  
Address: 13 el Sedeek st. , Zaitoun,Cairo



Dear Sirs,

I have the honor to apply to your well-esteemed company, hoping to be given the opportunity to serve your company and looking forward to have an interview at your company.

### Career Objective:

- Seeking to join a company that has the need for my educational and personal background which can be further developed and applied. Entering the field of **Human Resources** based on my experience in managing and training employees. To enhance my career, I got **Human Resources Management Diploma** at **EgyCham** (Graduation Date: July 2021)

### Education:

- Graduated from **Faculty of Arts, Tour Guidance Department (English Section) Ain Shams University**, May 2011, Graduation degree: **GOOD**
- Secondary Education at "El Ma'aref Modern Language Private School" 2006-2007

### Employment History:

- Human Resources Coordinator at **Dega's** / March 2021 - Present
- Recruiter Intern at **Whale** / September 2020 - February 2021
- Restaurant Manager at **Mince (Mori International)** / January 2017 - August 2020
- Assistant Manager at **Tamara Lebanese Bistro (Mori International)**
- Assistant Manager at **Cook Door** / September 2013 - December 2016
- Restaurant Manager at **Smiley's Grill** / August 2011 - August 2013
- Medical Sales Representative at **Better Life BioMed Company** / July 2011
- Receptionist at **Swiss Inn Nile Hotel** / June 2011
- Tour Leader and Tour Guide at **South Sinai Travel** / 2007 - 2011

### Courses:

- **Human Resources Management Diploma** at **EgyCham** / Graduation Date: July 2021
- English Language course at Arab Open University (**Michigan Academy**)
- **Restaurants Management Diploma**
- **MINI MBA** at **EDRAAK** (Business Management Skills-Human Resources Management-Public Relations-Business Administration-Strategic Marketing-Selling Skills)
- **Human Development Diploma** at **Syndicate of Human Development Trainers**

### Personal Skills:

- Excellent interpersonal skills (verbal and non-verbal communication)
- Highly creative presentation skills
- Ability to work under pressure in various locations and irregular working hours and days
- Ability and willingness to learn

### Languages:

- **English:** Excellent spoken and written
- **French:** Good
- **Arabic:** Mother Tongue

### Computer skills:

- Excellent user of all Microsoft Office Tools
- Good user of all Microsoft Windows OS

### Personal Data:

**Date of Birth** : 8/11/1990  
**Nationality** : Egyptian  
**Military Service:** Exempted  
**Marital status** : Married