

MARWA LOTFY ABD EL-SALAM EL-SHARABY

□ El-Monofia Shbien El kom

Dear Sir,

I would like to extend my interest to be one of your team, with a job that seems to fit my professional skills, experience, personal abilities and career interest.

My impressive background will provide your company with a self – motivated helpful and flexible associate who knows what is needed to get the job done.

Throughout my career i have been known as a Sociable, have Excellent communication and negotiation skills, quick learner, self-starter, troubleshooter and adedicated worker,

I have demonstrated my ability to handle a variety of tasks effectively and deliver on deadlines,

Althoughi have professional leadership and team workers skills.

Thanks for your time and courtesy in reviewing this material and would you please consider my request for a personal interview to discuss further my qualifications and learn more about this opportunity.

Attached is my CV.

Thanks for your consideration.

Sincerely,
Marwa El-Sharaby

CONTACT

MARWA LOTFY ABDEL-SALAM EL-SHARABY

□ El-Monofia Shbien El kom



OBJECTIVE

Seeking a challenging career opportunity in Human Resources, in a well-established organization, where i can mutually benefit both the organization and myself through utilizing my practical experience, education background, functional studies and training as well as my personal competencies

EXPERIENCE

1.9.2019 - Till now

- **Egyptian Academy For Engineering and Advanced Technology**
Human Resource Specialist

1.1.2017 - 1.9.2019

- **American language school**
English Teacher

1.3.2014 - 1.1.2017

- **Tanta Modern School**
English teacher

2012 - 2014

- **Camp center**
English instructor

EDUCATION

2010

- **EL-Menofia University in 2010**
Bachelor of Arts and Education English Section
Very Good with Honor

2020

- **Human Resource Mangment diploma accredited by HRCI & Ain shams University from Egyptian Chamber**
Studied all Human Resource Functions : 1-HR Planning 2-Recruitment and Selection 3-Training and Development 4-Compensation and Benefits 5- Performance and Mangment System 6- Personnel 7- health and safety
Excellent

SKILLS

- Excellent communication and negotiation skills
- Modern Teaching skills , techniques and strategies
- Time Mangment and Problems solving skills
- interpersonal skills, Listening skills, Presentation skills, Team working skills

LANGUAGE

- Arabic : Mother tongue
- English : Excellent

COMPUTER SKILLS

- Excellent Microsoft office

