

C.V



Personal Data

Name : Shokry Zakaria Mohamed
Date of Birth : 03/01/1986
Nationality : Egyptian
Marital Status : Single
Gender : Male
Religion : Muslim
Military Statues : Exembtd

ContactData

City : Alexandria
Country : Egypt
Mobile : 01220057493 / 01022677128
E-mail : ShokryZakaria57@gmail.com

Education

Bachelor of Social Work
Date of Graduation / 2009

Languages

- Arabic: Mother Tongue
- English: Very Good (speaking, reading and writing)

Computer Skills

- Office excellent.
- Managerial skills.
- Comsys system payroll.
- Fox system payroll.
- Act system payroll.
- Maestro system payroll.

Subjects of my courses

- Hospitality development Trainer.
- Food Safety and Kitchen Hygiene.
- Food & Beverage Skills Development.
- Housekeeping Skills Development.
- Fire training and first aid.
- 3R (Basic Human Resources Techniques) From the American USAID.
- Technical analysis: Introduction and Operation.
- AIT Certificate in Internet.

Strengths

- Afford to work under pressure.
- Patience and understanding .
- Make sound decisions .

Experience

- **Public Relations Manager Chain luxe company for Hospitality**
06/07/2021 until 15/05/2022.
- **Director of Human Resources & Training in Amoun from**
01/03/2020 until 05/07/2021.
- **Human Resources Manager Dema Company for Capel**
01/11/2018 until 28/02/2020.
- **Human Resources Manager P.F.G Group**
26/04/2018 until 30/10/2018.
- **Assistant Human Resources Manager(Charged' affaires) In**
Eastern Al Montazah Hotel from (30/12/2015 Opening until
25/04/2018).
- **Alaela Real Estate Investments Human Resources Manager From**
(25/08/2015 until 24/12/2015).
- **Area Senior Supervisor H.R in Paradise Inn Hotel From**
(25/03/2015 until 19/08/2015).
- **Assistant Human Resources Manager(Charged' affaires) in**
Mirage Aqua Bark Hotel (2014 Opening until 18/03/2015).
- **Assistant Human Resources Manager in Mirage New Hawaii Hotel**
(2014).
- **Human Resources Senior Supervisor in "Premium Grand**
Horizon" Hotel (from 2012 to 2014).
- **Human Resources Senior Super Visor in "Montillon Grand**
Horizon" Hotel (2012).
- **Human Resources Supervisor in "Harmony Makadi Bay Hotel&**
Resort" (from 2011 To 2012).
- **Human Resources Officer in "Egyptian Vacation Club Hotel**
& Resort" (From 2009 To 2011).
(Sharm Club & Sharm Reef & Club Reef & Tamara Beach).
- **Team leader in Egyptian National Insurance Company (2008).**
- **Personnel Officer Rossana clothes factory and shops**
from 2005 To 2008

Responsibilities:

- My work is supervision of the human resources department and following up on all policies and procedures.
- Recruitment all stages including advertising, briefing of agencies, interviewing with departmental employees. Offer documentation references and job orientation.
- Train the departmental S.V on hospitality principles to ensure that every employee receives sound job skills training.
- Payroll system.
- Man power planning (scheduling & budget &Salary scale and Salary Survey).
- Organizing and running exit interviews with all department employees who leave the hotel to help the other departmental S.V to understanding Potential area for improvement in the way we supervision people.
- Writing a job description based on the needs of the facility.
- Define the employee and departmental handbook to work with inside the facility.
- Define the organizational Chart and the job level.

It gives me great honor and pleasure to join your successful team;
Thank you & with my best regards,

Sincerely

Shokry Zakaria Mohamed