

**PROFILE**

# ALYA SHUBBER

I am an enthusiastic and self-motivated proactive person with efficient communication and critical thinking skills that are especially beneficial when I work as part of a group.

**LinkedIn:** Alya Shubber  
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**WORK**

<b>2019 - Present</b>	<b>Golden Trust Training &amp; Consultancy - Training &amp; Vocational Education Officer</b>
	<ul style="list-style-type: none"> <li>Management of training programs</li> <li>Internal verification</li> <li>Quality Assurance compliance</li> <li>Course design/overview</li> </ul>
<b>June 2017</b>	<b>Legacy Dining Group - HR &amp; Admin Intern</b>
	<ul style="list-style-type: none"> <li>Digitize employee data files</li> <li>Update employee records</li> <li>Issue employees' salary/bonuses</li> </ul>
<b>May 2015</b>	<b>Future Communications Company - HR &amp; Admin Intern</b>
	<ul style="list-style-type: none"> <li>Head hunt to fill vacancies</li> <li>Examine/ filter CV's</li> </ul>
	<ul style="list-style-type: none"> <li>Schedule interviews</li> <li>Conduct employment interviews</li> </ul>

**SKILLS & CERTIFICATES**

<b>Active Listening</b>	● ● ● ● ●
<b>Willingness to Learn</b>	● ● ● ● ●
<b>Team Work</b>	● ● ● ● ●
<b>Communication</b>	● ● ● ● ●
<b>Time Management</b>	● ● ● ● ●

<b>2020</b>	<b>Intermediate Assessor Certificate</b>
	<b>City &amp; Guilds</b>
<b>2020</b>	<b>Internal Verifier Training</b>
<b>2020</b>	<b>Introduction to Quality Assurance</b>
<b>2020</b>	<b>Introduction to Assessment</b>
<b>2018</b>	<b>Unconscious Bias Training</b>

**INTERESTS****Reading****Photography****Travelling****Gardening****EDUCATION**

<b>2018</b>	<b>Northumbria University - United Kingdom</b>
	MSC Occupational & Organisational Psychology - Graduated with Merit
<b>2018</b>	<b>Northumbria University - United Kingdom</b>
	Test User Occupational: Personality - Part of MSC
<b>2017</b>	<b>Northumbria University - United Kingdom</b>
	BA Business Management - Graduated with First Class Honours
<b>2014</b>	<b>Arabian Pearl Gulf School - Bahrain</b>
	International Baccalaureate Diploma - Graduated with 32 IB points