



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

Phone: 39104400

Email: aliyaas.kamel@gmail.com



WORK

2019 - Present Golden Trust Training & Consultancy - Training & Vocational Education Officer

- Management of training programs
- Internal verification
- Quality Assurance compliance
- Course design/overview
- Trainers recruitment/evaluation
- Policy design
- Management of communication between clients, trainers, and learners.

June 2017 Legacy Dining Group - HR & Admin Intern

- Digitize employee data files
- Update employee records
- Issue employees' salary/bonuses
- Resolve employee complaints
- Produce HR policy/regulation plan

May 2015 Future Communications Company - HR & Admin Intern

- Head hunt to fill vacancies
- Examine/ filter CV's
- Schedule interviews
- Conduct employment interviews



SKILLS & CERTIFICATES

Active Listening	● ● ● ● ●
Willingness to Learn	● ● ● ● ●
Team Work	● ● ● ● ●
Communication	● ● ● ● ●
Time Management	● ● ● ● ●

2020	Intermediate Assessor Certificate City & Guilds
2020	Internal Verifier Training
2020	Introduction to Quality Assurance
2020	Introduction to Assessment
2018	Unconscious Bias Training



INTERESTS



Reading



Photography



Travelling



Gardening



EDUCATION

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