

CV

Personal Information

Name: Bana Shaabouk
Date of birth: 20/08/1991
Email: bana-sh1991@gmail.com
Mobile number: +971558078163
Nationality: Syrian
Current location United Arab Emirates
Marital status: Married (1 child)



Profile

Creative, innovative, and self-driven, HR Training expert, and the management levels with 10 years of combined working experience in quality and management. Proven track records in training employees and improving their efficiency and develop work. Possess exceptional talent in identifying employees' training needs and delivering them to perfection. In-depth knowledge of project planning, coordination and management with resources functions ,Experience in organizing and managing events.

Professional background

Position: Assistant to Manager

Company: Europe Treasures company, Beirut, Lebanon

Dates: 2022

Position: Organizer/coordinator for 4 clothes shops

Company name: Europe Treasures company, Beirut, Lebanon

Dates: 2021

Position: E-marketing /part time

Company name: Beirut, Lebanon

Dates: 2020-2021-2022

Position: Training and Production Unit **Coordinator**

Company name: Namaa association with UNHCR Aleppo, Syria

Dates: 2019

Position: **Supervisor** of Livelihood and Vocational Training department

Company name: Namaa association with UNHCR Aleppo, Syria

Dates: April to 31 Dec 2018

Position: **Events Organizer** / part time.

Company name: in Old Aleppo with UNDP Aleppo, Syria

Dates: 2018

Position: **Reprting Officer**

Company name: Namaa association with UNHCR Aleppo, Syria

Dates: Jan to 31March 2018

Position: **Quality Auditor**

Company name: Taalouf association with UNHCR Aleppo, Syria

Dates: Jan 2017 to Dec 2017

Position: Monitoring the continuity of application of quality standards in many institutes, clinics and associations.

Dates: 2017

Position: Non-Food items team **supervisor**

Company name: Taalouf association with UNHCR Aleppo, Syria

Dates: Jan 2016 to Dec 2016

Responsibilities

- 1- Weekly planning
- 2- Monitor and follow up the plan implementation of the plan
- 3- Weekly meeting with team members
- 4- Weekly meeting with project manager 5-Weekly report in Arabic and English

Position: Organizer and Public Relations Manager in Innovation and scientific research team

Company name: SANAYA Educational Institution, Aleppo University and Engineers Syndicate Aleppo, Syria

Dates: May 2015 to Nov 2016

Position: Specialist of Ergonomics (fitting the job to the worker) applying that in Department of General Surgery and Department of Informatics

Company name: Aleppo University Hospital

Dates: (Feb 2015 to Apr 2015)

Professional education

EDUCATION 2010 – 2015 Bachelors of Industrial engineering (quality - management) University of Aleppo



Professional certifications

- Certificate of completion in Total quality management
- Certificate of completion in Project Management Professional
- Certificate of completion in HR
- Certificate of completion in Communication skills
- Certificate of completion in Body language
- Certificate of completion in Time management
- Certificate of completion in Presentation Skills
- Certificate of completion in Small project management
- Certificate of completion in ICDL
- Certificate of completion in Word Expert
- Certificate of completion in Excel expert
- Certificate of completion in NLP (1-2-3) Levels
- Certificate of completion in English level 8

Computer skills

MS Office (Word, Excel, PowerPoint), Internet, Outlook Express,
CRM (follow-up & feedback)

Language skills:

English: Very Good

Arabic: Native

Summary of Skills

- Ability to collaborate with department heads, supervisors, and managers for training activities
- Skilled in planning, organizing, and implementing training workshops
- Outstanding abilities in preparing and delivering presentations on various topics for easy understanding.