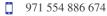
EHTASHAM XAVIER







CONTACT



Training Program Development Data Organization

Excellent Communication

Critical Thinking

Analytic

OBJECTIVE

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EXPERIENCE

Zameen.Com Lahore, Pakistan

2016 - 2017

Customer Service Representative / Real Estate Agent

Handling inbound calls, emails, and messages from clients regarding property inquiries, listings, and general inquiries.

Providing accurate and timely information about properties, including pricing, availability, and specifications.

Assisting clients in scheduling property viewings and coordinating with real estate agents.

Resolving client complaints and issues in a professional and efficient manner.

Maintaining a high level of customer satisfaction by delivering exceptional service and support.

Collaborating with other departments, such as sales and marketing, to ensure seamless communication and service delivery.

Saint Paul Boys High School -Sargodha, Pakistan

2017 - 2024

Lecturer

Evaluated and revised lesson plans and course content to achieve student-centered

Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.

Participated and led committee meetings to remain aware of developments in

Participated in conferences and professional development opportunities to stay upto-date with latest trends in field

Saint Paul Boys High School -Sargodha, Pakistan

2018 - 2024

Librarian

Maintain a school's library collection and resources

Provide students and staff with access to library resources and media services

Coordinate library outreach programs for students

Shelve books and tidy up a school library

Answer questions from students and teachers

Find materials and resources for students

Help teachers find materials that supplement their lesson plans

Manage library media resources

Handle budgets and library projects

Meet with the school principal and administrators to discuss goals

Help maintain or upgrade the library's technology

Follow district policies for library material selection and disposal

HR Coordinator Supported human resources staff with new hire orientations and monthly online departmental meetings. Maintained human resources information system and kept employee files up to Reviewed human resources paperwork for accuracy and completeness. Supported HR functions with emphasis on record keeping, data entry, and general HR tasks. Handled employee inquiries and complaints regarding policy and benefits issues. Saint Paul Boys High School -Sargodha, Pakistan 2021 - 2024 Trainer Performed continuous evaluations of content and plans to enhance delivery and improve effectiveness. Scheduled and taught in class and online courses to increase learning opportunities. Mentored new hires, resulting in stronger staff development and increased Monitored participant workflow and behaviors throughout training process. **EDUCATION** Superior University Lahore, Pakistan Lahore Punjab,54000 Masters Information Technology National Collage Of Business Administration And Economics Sargodha Pakistan BSc

Saint Paul Boys High School -Sargodha, Pakistan

2019 - 2020