



EHTASHAM XAVIER



CONTACT

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SKILLS

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 learning.
- 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 subject.
- Participated in conferences and professional development opportunities to stay up-to-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

Saint Paul Boys High School -Sargodha, Pakistan

2019 - 2020

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 date and accurate.
- 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 productivity.
- Monitored participant workflow and behaviors throughout training process.



EDUCATION

Superior University Lahore, Pakistan Lahore Punjab,54000

2017

Masters Information Technology

National Collage Of Business Administration And Economics Sargodha Pakistan

2015

BSc