

BIO DATA FORM

➤ **Personal Information:**

- **Name:** Muhammad Ehtsham Shah
- **Father's Name:** Shafqat Ali Shah
- **Date of Birth:** December 13, 1998
- **Place of Birth:** Jhelum, Pakistan
- **Nationality:** Pakistan
- **Marital Status:** Unmarried
- **CNIC Number:** 37303-5484677-7 (Issue Date: December 28, 2021, Expiry Date: December 28, 2031)
- **Passport Number:** WL5156771 (Issue Date: June 10, 2022, Expiry Date: June 08, 2032)
- **Home Address:** P.O. Khas Dewan-e-Hazoori, Tehsil Sohawa, District Jhelum
- **Email Address:** salarhashmi98@gmail.com
- **Phone Number:** 0322-9290957

➤ **Professional Information:**

- **Current Job Title:** HR Manager
- **Company/Organization:** E-gateway International Education Consultant
- **Employment Duration:** June 2023 to present
- **Address:** Opposite MCB Bank, Main GT Road, Sohawa, Jhelum
- **Email Address:** e.gatewaysohawa@gmail.com
- **Mobile Number:** 0311-5905036, 0317-5685875
- **Nature of Work:** Managing student admissions, fee records, and maintaining detailed student records. Collaborating with British Council, AEO Pakistan, and IDP for IELTS enrollments. Skilled in social media advertising to effectively promote our IELTS programs and engage prospective students.

➤ **Educational Background:**

- **Matric (Computer Science) - 2014**
Government High School Dewan-e-Hazoori, Jhelum
Marks: 638/1100
- **ICS - 2016**
Gentry College for Boys, G.T. Road, Gujar Khan, Rawalpindi
Marks: 567/1100
- **BSc - 2019**
University of Sargodha
Marks: 409/800
- **Computer Software Course - 2014**
Micro Institute of Computer and Mobile Phone Engineering, Jhelum



E-GATE WAY

INTERNATION EDUCATIONAL CONSULTANT

☎ 0311-5905036, 0317-5685875

🌐 e.gatewaysohawa@gmail.com

📍 Opposite MCB Bank Main GT
Road Sohawa

November 1st, 2024

TO WHOME IT MAY CONCERN

This is to certify that Mr. **Muhammad Ehtsham Shah, S/O Shagqat Ali Shah (CNIC: 37303-5484677-7)**, has served as an **HR Manager** at E-gateway International Education Consultant **from June 2023 to the present.**

He has consistently demonstrated outstanding professionalism and leadership skills in managing human resources and student admissions. His key responsibilities included:

- Overseeing student admissions and maintaining detailed student records.
- Collaborating with the British Council, AEO Pakistan, and IDP for efficient IELTS enrollment.
- Managing fee records and ensuring compliance with organizational policies.
- Implementing social media advertising strategies to promote educational programs effectively.

We confirm that there are no liabilities associated with his employment, and we wish him continued success in his future endeavors. For further details, feel free to contact us.

Sincerely,



Syed Wajahat Ali

CEO

