**Nigham Hafeez**

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| **American Lyceum (Johar Town Branch) 2019 to date** |
| Class Teacher and TRO   * Being TRO supervises other Mont Teachers * Class teacher of class of 15 children.   AESP 2005 - 2007  (Previously EFC) a Lahore Based engineering company engaged in Electrical and Mechanical Projects |
| **Office Manager**  Reporting into the COO/CEO  Responsible for Administrative and HR needs of the office, Major responsibilities includes but not limited to.   * Hiring * Supervision of Administrative tasks like Housekeeping, security etc. |
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| * **Noor Foundation (2003-2004)** |
| Noor Foundation is children education center in Pakistan.  **Nursery / PreNursery**  Class teacher for class of 20 children.  **Standard 1 and 2**  Taught different subjects like English, Urdu, Mathematics.   * **Packages Limited (Lahore) - Intern**   Packages Limited is the leading Paper & Board manufacturing company of the region. As intern worked in the accounts and commercial departments to enhance my knowledge. |
| **Education**  Masters of Commerce, Hailey College of Commerce, University of the Punjab   |  |  | | --- | --- | | **Computer Skills**  MS Office Suite | **Languages:**  English, Urdu, Punjabi |   **Personal Data**  ***DOB:*** *Sept* 02,1981  Marital Status: Married, Husband’s Name: Hafeez Kalim    *Address, Sector B, Sukh Chayn Gardens, Lahore Pakistan*  ***Cell + Whatsapp*** *(92)305 4800665*  ***E-Mail****:nghamhafeez@gmail.com*  **References:** Available on request. |