

SHAGUFA MALIK

Marketing and Project Planning

A meticulous and organized individual with 3 years of Experience in the field of Teaching English and 4 years in Marketing and Brand Management. Skilled at developing reports, analyzing data, and identifying solutions. Strong ability to handle complex projects. Innovative, creative, and willing to contribute ideas and learn new things.



✉ malikshagufa93@gmail.com

📍 Mumbai, India- 400095, Mumbai, India

🐦 @malik_shagufa

📞 +917303452965

📅 28 August, 1993

📄 malikshagufa93

WORK EXPERIENCE

English Language Trainer Revoluters Foundation

04/2015 - 08/2017

Mumbai, India

Revoluters Foundation is a Non Government Organization which helps under privileged children to get quality education and equal opportunities

Achievements/Tasks

- Helping students to develop important learning skills and good study habits.
- Established appropriate deadlines and provided complete instructions for reading assignment and homework
- Prepared comprehensive English curriculum for 15 to 20 students at a time.
- Tracked student progress using exams and weekly graded assignments, keeping detailed notes and working with students to identify and rectify issues.
- Adapted lesson plans and curricula to student interests, increasing GPAs and student engagement.

Contact: Gaurav Sharma - 9664729144

AREA MANAGER

Kokilaben Dhirubhai Ambani Hospital

01/2016 - 06/2019

Mumbai, India

Kokilaben Hospital is an India based top multispeciality healthcare centre in Andheri West - Mumbai, which provides complete treatments and surgeries for all.

Responsibilities :-

- Manage the relationship with the client and all stakeholders. Brand Management
- Brand Management, Project Planning and Marketing
- Use appropriate verification techniques to manage changes in project scope, schedule and cost.
- Use agile scrum methodology to manage projects
- Report and escalate to management as needed.

Contact: Rajesh Pandey:- +917498283798

EDUCATION

Bachelors in Chemistry Bhavan's College

06/2013 - 05/2015

Mumbai, India

Bachelors

- Organic Chemistry
- Physical Chemistry
- Inorganic Chemistry
- Drugs & Dyes

SKILLS

Verbal and Written Communication

Leadership

Time Management & Goal Oriented

Problem-Solving

Emotional Intelligence

Creativity

PERSONAL INITIATIVES

Daebak Korean Academy (06/2019 - Present)

- Teaching Basic Korean Language to the Students of the age group of 12 to 25 years
- Providing them opportunities to study and work in Korea through counselling and guiding
- Providing them native Korean tutors to help them become proficient in the Language and study more
- Conducting various kind of workshop on Korean Language and culture
- Promoting Korean Language and Culture

Teaching English to Korean Elementary Students (04/2018 - 03/2020)

- Teaching English to 2 Korean Students Privately
- Providing 1-1 session and focusing on student need based teaching method
- Explored and implemented innovative use of technology in language education.
- Helping them develop important learning skills and good study habits.

CERTIFICATES

TOPIK 1 (11/2018 - 11/2020)

Korean language proficiency Certificate

120 HOURS TESOL Certificate (09/2020)

Teaching English as a Second Language

LANGUAGES

English
Native or Bilingual Proficiency

Hindi
Native or Bilingual Proficiency

Urdu
Professional Working Proficiency

Korean
Professional Working Proficiency