




MOHD RAFIQ MALIK

CONTACT DETAILS

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 Panzina Srinagar J&K

EDUCATION

- ✓ **HNB Garhwal University**
Masters in Science (M.Sc) in Physics
- ✓ **University of Kashmir.**
Bachelors in Education (B.Ed.)
Bachelors in Science (B.Sc)

SKILLS

- ✓ One year Diploma in Computer Application and Multilingual DTP,
- ✓ Certificate Course in Computer (CCC)
- ✓ Strong interpersonal and communication skills.
- ✓ Proficient in student counseling and academic advising.
- ✓ Ability to build rapport with students and staff.
- ✓ Excellent organizational and time management skill.
- ✓ Experience with career assessment tools and resources.
- ✓ Knowledge of educational systems and curriculum development
- ✓ Proficient in Microsoft Office Suite and counseling software.

SUMMARY

As a Counsellor, I will provide academic guidance and support to students, helping them navigate their educational journeys in various Educational fields. I will assist in understanding course content, resolving doubts, and offering personalized study strategies to improve performance. My role will involve fostering a positive learning environment, communicating with students and parents, and helping align their goals with the right learning resources. My efforts will contribute to enhance student engagement and overall academic success.

Work experience

1. Teacher-cum counsellor at SKIE Parraypora Srinagar.

- Provided academic and career counselling to students, helping them to identify their strengths and interests.
- Conducted one-on-one sessions and group workshops on stress management, study skills, and career planning.
- Developed and implemented support programs to improve student retention and success rates.
- Collaborated with faculty and staff to address student needs and provide comprehensive support.

2. Counsellor at ICP Rajbagh Srinagar

- Advised students on course selection, degree requirements, and career pathways.
- Monitored student progress and provided interventions for those experiencing academic difficulties.
- Organized and led informational sessions on college applications, scholarships, and internships.
- Maintained detailed records of student interactions and progress.

3. Data Entry operator at NICE Computers Srinagar

4. Data Entry operator at Government of India (SECC-2011-12).

5. Additionally I have qualified UPSC CSE preliminary-2020

6. Have also qualified JKAS CSE preliminary three times.

7. Volunteer Experience

- Provide mentorship and guidance to Tahira Khanamas High school Lawaypora Srinagar students preparing for college applications.
- Conduct workshops on resume writing, interview skills, and career exploration.