

Moaj Rooj

English Grammar Specialist

Contact:

Email: sourav.rooj+4@klizos.com

Professional Summary:

Detail-oriented and articulate English Grammar Specialist with a strong command of language structure and usage. Experienced in developing and editing grammar-based content, proofreading educational material, and helping learners enhance their English proficiency.

Key Responsibilities:

- Create and teach grammar lessons, practice worksheets, and test content
- Review and edit written materials for grammatical accuracy and clarity
- Develop grammar, punctuation, and vocabulary questions for various levels
- Provide clear grammar rule explanations tailored to diverse audiences
- Proofread internal and external documents for language precision
- Stay updated with language trends and educational content standards
- Collaborate with editors, content creators, and language instructors

Skills:

- English Grammar & Punctuation
- Content Development
- Proofreading & Editing
- Verbal & Written Communication
- Attention to Detail

- Google Docs & MS Word

Preferred Qualifications:

- Bachelor's degree in English, Education, Linguistics, or Journalism
- Excellent command of spoken and written English
- Experience teaching or tutoring English grammar
- Familiarity with standardized English tests like IELTS or TOEFL
- Certification in TEFL, TESOL, or CELTA (preferred but not required)

Employment Type: Full-time / Part-time / Freelance

Location: Kolkata, India (Remote/On-site/Hybrid)