


GEETI BINDRA

 Ludhiana, Punjab

 9878063330

 mehrageeti18@gmail.com

Career Objective

Dedicated and result-oriented academic professional with strong subject knowledge in Economics and over three years of teaching experience at undergraduate level. Skilled in instructional delivery, academic planning, assessment methods, and student mentorship. Seeking an opportunity to contribute to an educational institution through quality teaching, research engagement, and academic excellence.

Professional Experience

Assistant Professor (Economics)

Khalsa College for Women, Ludhiana

2017 – 2020

Delivered lectures and academic instruction to undergraduate students in Economics.

Prepared structured lesson plans, semester content, and teaching materials aligned with the curriculum.

Conducted internal assessments, assignments, presentations, and class evaluations.

Evaluated answer scripts and participated in paper setting, moderation, and invigilation duties.

Guided students in academic projects, career discussions, and subject-related clarity.

Organized and assisted in departmental workshops, seminars, and academic events.

Maintained departmental documentation, academic records, and supported curriculum planning and review meetings.

Education

Qualification	University / Board	Year of Completion	Result
---------------	--------------------	--------------------	--------

UGC NET (Economics)	UGC, NTA	2016	Qualified
---------------------	----------	------	-----------

Master of Arts (Economics)	Panjab University	2015	Passed
----------------------------	-------------------	------	--------

Bachelor of Commerce (B.Com) Panjab University 2013 Passed

Senior Secondary (Class 12) CBSE 2010 Passed

Secondary (Class 10) CBSE 2008 Passed

Skills

Classroom Management

Curriculum Planning & Lesson Design

MS Office (Word, Excel, PowerPoint)

Canva & Digital Academic Resources

Research, Data Interpretation & Report Writing

Communication & Public Speaking

Student Mentorship & Guidance

Online Teaching Platforms (Zoom/Google Classroom)

Workshop & Academic Event Coordination

Administrative & Academic Documentation

Certifications / Qualification

UGC NET (Economics), 2016 – Qualified

Languages

English – Fluent

Hindi – Fluent

Punjabi – Intermediate

Strengths

Strong interpersonal and communication abilities

Professional work ethic and commitment to student learning

Adaptability and collaborative attitude

Organized, punctual, and detail-oriented

Interests (Optional Section — can be removed)

Academic learning and research

Educational workshops and student development

Reading & participation in community initiatives
