

GEETU CHANDWANI
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PROFILE:

- Almost 6 years of experience in Teaching and Banking.
- Taught economics as per the curriculum for CBSE, ICSE, ISC and State board.
- Completed master's in business administration (Finance) and Master of Arts (Economics).
- Completed Bachelor of Education (B.Ed.) – 2017-2019 from Kanpur University.
- Qualified NET exam in Economics conducted by University Grants Commission (UGC) in July-2018 and Dec-2018.
- Good communication skills, interpersonal skills, self-motivated and quick learner.

EXPERIENCE:

Teaching Experience

School: Greenwood High School, Bannerghatta, Bangalore

Duration: Jul-21 to Apr-22

Subject: Economics/Economic Applications

Responsibilities:

1. Prepare and deliver lectures on microeconomics, Indian Economy, and macroeconomics for Grade 9th, 10th, and 11th ICSE/ISC board.
2. Prepare objective and subjective papers exam papers as per the revised curriculum of ICSE Council.
3. Evaluate and grade students on class work, assignments, and papers.
4. Compile, administer, and grade examinations, or assign this work to others.
5. Maintain student attendance records, grades, and other required records.
6. Initiate, facilitate, and moderate classroom discussions.
7. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
8. Conduct remedial classes for weak students.
9. Discuss with students and parents for the career path for the students.

College: Christ Academy, Hullimangala, Bangalore

Duration: 1 year and 5 Months (17 Months)

Subject: Economics

Responsibilities:

1. Prepare and deliver lectures on microeconomics, Indian Economy, and macroeconomics to undergraduate students.
2. Evaluate and grade students on class work, assignments, and papers.
3. Compile, administer, and grade examinations, or assign this work to others.
4. Maintain student attendance records, grades, and other required records.
5. Initiate, facilitate, and moderate classroom discussions.
6. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
7. Participate in campus and community events.
8. Conduct remedial classes for weak students.

School: Vibgyor Roots | Rise, Panathur, Bangalore

Duration: 6 Months

Responsibilities:

1. Teach English to Grade 1, Grade 2 and Grade 3.
2. To prepare effectively for each lesson plan i.e., read plans, attend curriculum related workshops, and seek clarification, if necessary.
3. Teach as per instructions given in the lesson plan and makes use of various teaching aids, resources, activities, assignments listed in the lesson plan.
4. Organize learning resources and the classroom environment to facilitate a positive learning experience.
5. Perform daily duties such as Filling up of Logbook, Record Daily, student attendance, student diary, filling daily attendance in ERP and record of confiscated items.
6. Identify student needs and coordinate with the Coordinator and Special Educator in assessing and addressing the emotional, behavioural, social, and intellectual problems.
7. Help students to prepare for events in Interschool competition.
8. To correct Class work, Home-Work sheets and Assessment Papers and provide quality and structured feedback to the child. Mark, grade and return class work and homework within agreed time span, providing written/verbal and diagnostic feedback as required.
9. Enforce regulations concerning student conduct and discipline and maintain clear and appropriate standards for student behaviour in the classroom and on school premises.

School: Chrysalis High, Varthur, Bangalore

Duration: 6 months

Responsibilities:

1. Taught Social Studies and Maths to 3rd standard.
2. Handled responsibilities as class teacher for 3rd grade.
3. Effectively executed lesson plans and attended curriculum related workshops and clarified any doubts during workshops for learning plan to effectively utilize the time.
4. Translated lesson plans into learning experience to best utilize the available time.
5. Maintained PUPA anecdotes for class.
6. Used technology and used various teaching aids to reach all students.
7. Implemented extracurricular programs to encourage student's participation. Maintained talent anecdotes for each child.
8. Conducted small group and individual classroom activities based on differentiated learning needs. Helped students to gear up in specific subjects during support period.
9. Maintained professional and positive relationship with parents by providing feedback to parents on the student progress and on any specific incident at parent's meeting.

Banking Experience:

Organization: HDFC Bank Ltd., Bangalore

Duration: July 2008 to June 2011

Joined as a **Management Trainee; Promoted to Assistant Manager (Personal Banker Retail)** on confirmation. Main job responsibilities include:

Operational responsibilities:

1. Salary Uploads and Audit compliance related to respective teller operations. Reconciliation of salary dummy account.
2. Vendor payment.
3. Ensure outward remittances and other retail forex transactions are reported to treasury mid office within cut-off times.
4. Processing of retail FX postings/Gold sales.
5. MC, DD and CORE DD Issuance & Liquidations (Filing & Reconciling).
6. KYC Calling.
7. RTGS Fund Transfer.
8. Outward clearing posting & Reconciliation.
9. SQ, FIVE S and other quality initiatives implementation and sustenance at respective counters.
10. Handling of cash receipts and payments and ensuring transactions are carried out within the prescribed TAT without errors.

Sales responsibilities:

1. Managing the High-net-worth customers, who are part of the Managed Program, ensuring highest level of service, engaging them into products offered by the bank and advising them on investments based on their profile and need
2. Ensuring quality new acquisition
 - Walk In
 - Referrals
3. Enhance Liability values within each of the customer groups
4. Generating leads for asset products and ensuring that the branch appointed resources work on the data base and convert the leads generated.
5. Penetration of saving accounts on non-liability customers.
6. Generate leads for third party products to customers.

ACADEMICS:

Class/Year of Passing	Institute	Board/University	Subject	Percentage
UGC NET (Jul-2018 and Dec-2018)	N/A	N/A	Economics	Qualified
B.Ed. 2019	Bhagwanti Education centre degree College, Kanpur	Chatrapati Shahuji Maharaj Kanpur University	English, Social Science	69.54%
M.A. 2016	DG College, Kanpur	Chatrapati Shahuji Maharaj Kanpur University	Economics	60.5%
MBA 2008	Apex Institute of Management and Sciences, Jaipur	Rajasthan Technical University	Major: Finance Minor: Marketing	68%
B.A. 2006	Sophia Girls College, Ajmer.	M.D.S. University	Economics, Political Science, English Literature	64%
12th 2003	St Mary's Convent, Ajmer	CBSE	Economics, Political Science, Geography	78%
10th 2001	St Mary's Convent, Ajmer	CBSE	English, Hindi, Social, Maths, Science	65%

COMPETENCIES:

- Certified in NCFM Financial Markets Module.
- Certified in NCFM Mutual Funds Module.
- Certified in NCFM Currency Derivatives Modules.
- NSE Certification in Financial Markets (NSDL- Depository Operations Module)
- 'O' Level from DOEACC Society, New Delhi 6. Trained in SAP FICO (Finance and Costing) Module for 1 year.

PERSONAL DETAILS:

Date of Birth: 17th March 1985

Gender: Female

Languages: English, Hindi

Marital Status: Married

DECLARATION:

I hereby declare that the stated above are true and correct to the best of my knowledge and belief.

Place: Bangalore

Geetu Chandwani