

# Amanpreet Kaur

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## PERSONAL STATEMENT

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Enthusiastic graduate with a Master of Information Technology and a Bachelor of Science seeking to benefit an IT department with technical knowledge and strong time management skills. Passionate about building strong relationships and increasing customer engagement in order to achieve the goals of your company.

## TECHNICAL SKILLS

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- Experience of Microsoft Office 365, Google slides, Canva, Prezi
- Microsoft Visual Studio, Rational Rose (UML diagramming), Photoshop
- Basic understanding of operating system: Unix and Linux
- Using communication platforms
- Data Entry
- Data visualisation

## EDUCATION

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Apr 2020 - Mar 2021(expected)	<b>Professional Year Program</b> Navitas Professional Adelaide, South Australia
Feb 2018 - Mar 2020	<b>Master of Information Technology</b> Flinders University, South Australia
Apr 2013 - Apr 2016	<b>Bachelor of Science</b> DGC, Punjab, India

## PROJECTS

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Feb 2019 - Nov 2019	<b>MEGA65 Retro Computer for Education</b> Flinders University, South Australia <ul style="list-style-type: none"><li>• Examined and explored educational material developed for the old computer</li><li>• Developed a document with advance computer instructions, can be used by current students</li><li>• Included basic computer programs used to educate students at all educational level</li></ul>
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Aug 2019 - Nov 2019

**A Cloud-based Online Magazine Management System for Publishers**  
Flinders University, South Australia

- Created a software requirement specification document
- Focused on features and functional requirements to help software companies to create online system
- Described features of creating online file library, online advertising, supporting publication and subscription management, handling forums

## PROFESSIONAL MEMBERSHIPS

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Apr 2020 - Present

**ICT Professional Member**  
Australian Computer Society, South Australia

## SKILLS & CERTIFICATES/CLEARANCES

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**Languages:** English, Punjabi, Hindi

**Certificate:**

- DHS Screening
- National Police Certificate
- Basic Life Support, First Aid & CPR Certificate
- Manual handling Certificate

**Soft Skills:**

- Communication skills
- Ability to manage time and workload to multitask and achieve goals in a deadline-driven environment
- Can multi-task in a fast-paced office environment
- Strong computer aptitude with the ability to learn quickly
- Coordinate with team members to analyse customer needs
- Positive attitude with great patience level

## EMPLOYMENT HISTORY

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Aug 2018 - Present

**Helping Hand Aged Care, Care Worker**  
North Adelaide, South Australia

- Carrying out nursing plans in accordance to instructions
- Providing residents with both physical and mental stimulation
- Assisting in the implementation of treatment and care plans
- Recording residents' observations accurately and report any issues of concern

## REFEREES

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Available upon request