

# Inderpreet Kaur

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## Professional Summary

Motivated and detail-oriented IT professional currently pursuing a Bachelor of Technology in Information Technology at Kwantlen Polytechnic University, Surrey, BC. Experienced in full-stack web development, database systems and bookkeeping & administrative operations, with a strong foundation in AI and automation. Proven ability to build solutions that integrate business workflows and technology.

## Technical Skills

- **Languages & Frameworks:** HTML/CSS, JavaScript, PHP, C#, Processing, Python
- **Databases & Data Tools:** MySQL, SQL, Tableau
- **Software & Platforms:** QuickBooks, WordPress, Wix, Jupyter, AI APIs
- **Concepts:** AI/ML integration, automation, prompt engineering, relational design
- **Soft Skills:** Communication, teamwork, leadership, problem-solving, time management

## Education

### **Bachelor of Information Technology**

Kwantlen Polytechnic University, Surrey, BC

GPA: 3.33 | Expected Graduation: 2027

Dean's Honour Roll (Fall 2024, Summer 2025)

**Diploma in Computer Information Systems | KPU | Completed 2021**

### **Certifications:**

- Google Digital Marketing & E-commerce
- Financial Accounting & Fundamentals

## Technical Projects

- **Spending Spotlight, AI Bank Statement Analyzer (2025)**  
Web app that analyses bank statements, classifies transactions, flags anomalies and visualizes spending via OpenAI APIs. (JavaScript · React · AI API)
- **AI-Powered Text-to-SQL Query Generator (2025, KPU)**  
Jupyter Notebook prototype converting natural-language questions into SQL queries using GPT-style APIs, aimed at non-technical users exploring relational databases. (Python · SQL · Jupyter · AI API)
- **Parking Meter Database Project (2020, KPU)**  
Relational database system for parking violations including ERD, schema design, and report/clean-up queries. (SQL · ERD · Relational design)

- **Stock Management Website Prototype (2025, KPU)**  
Inventory-management full-stack prototype with secure login and structured data flows; I contributed to database logic and flows. (HTML · CSS · JavaScript · MySQL)
- **Shape-Catching and Color-Catching Game for Kids (2025, KPU)**  
Small educational game built in Processing where children catch falling shapes and then sort the caught shapes by different colours — designed to make colour and shape recognition more fun and interactive. (Processing · Java)
- **Postomatic Pro: AI Social Media Automation (In development)**  
Tool for small businesses and freelancers to connect accounts, set preferences and let AI generate and schedule posts automatically. (Concept · Prompt design · Automation)
- **MyProjectNest: Academic Project Hub (In development)**  
SaaS concept for students to store/share academic projects, with QR-code sharing and AI-powered indexing for fast search. (UX · Information architecture)
- **Catering Management System (Course project, In progress)**  
Full-stack PHP/MySQL system with separate portals for admin, staff and customers; I am leading the backend and database development. (PHP · MySQL · XAMPP)
- **Online Order Management System (2021, KPU)** Early e-commerce style order/inventory tracking system built with HTML/CSS/PHP + MySQL back-end. (PHP · MySQL)

## **Professional Experience**

### **Office Administrator / Bookkeeper**

Mar 2025 – Present

Nexgen Electrical Ltd. | White Rock, BC

- Managed payroll for 30+ employees using QuickBooks.
- Processed invoices, work orders, SOVs and POs across 8+ electrical projects.
- Scheduled inspections and coordinated field staff and inspectors.
- Maintained project documentation and logs with high accuracy.

### **Office Assistant / Bookkeeper**

May 2023 – Mar 2025

Element Immigration Inc. | White Rock, BC

- Scheduled client consultations and processed immigration documentation.
- Maintained CRM/database for client records, compliance and financials.
- Handled payroll, bookkeeping and reconciliations.
- Maintained and updated company website via WordPress and Wix.

### **Bookkeeper**

Aug 2021 – May 2023

Enfield Solutions Inc. | White Rock, BC

- Processed payroll, GST and corporate filings for a small business.
- Assisted with monthly/annual reporting in collaboration with accountants.

### **Store Supervisor**

Oct 2019 – Oct 2023

Dollar Up | Surrey, BC

- Supervised daily retail operations, staff scheduling and cash management.
- Managed inventory operations and implemented processes to boost customer satisfaction.