

MANPREET K. MONDAIR

OBJECTIVE

- To advance my career path as a web developer through understanding of continuous development models to contribute to the success of web developing projects.

SKILLS & ABILITIES

- Strong knowledge of web programming languages including Java, CSS, HTML, JavaScript
- Demonstrated skills in Microsoft Word, Excel, PowerPoint
- Profound creative and analytical problem-solving and troubleshooting skills
- Attention to detail, punctual & well organized
- Fast learner, hard worker and team player who is always ready to learn new languages

EXPERIENCE

GRM DOCUMENT MANAGEMENT COMPANY- INDIANAPOLIS, IN

Inventory clerk (full time) February, 2016- September-2016

- Collect, sort, prepare and scan documents
- Label and enter documents into computer system, prepare files and forward documents for recycling and/or shredding
- Worked on special projects as assigned
- Convert documents to various formats as required

PERFORM MISCELLANEOUS JOB RELATED DUTIES AS ASSIGNED FEDEX SMARTPOST- PLAINFIELD, IN

Control room operator (part time) July 2015 – January 2016

- Under the direction of hub management, I was responsible for maintaining and ensuring accuracy of the automated parcel sorter, in accordance with company's policies and procedures
- Maintain communication with the switchers to coordinate proper trailer movements throughout the hub
- Monitor camera system for jams and problem areas, communicate information to managers
- Adhere to strict safety, quality, and production standard

EDUCATION

GURU NANAK DEV UNIVERSITY, AMRITSAR, INDIA

- Masters of Computer Science – May 2011
- Post Graduate Diploma Computer Applications – May 2009