



# Gurinder Nanda

## Profile

## Skills

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To use my skills, experience and adaptability to obtain a systems administration, or Enterprise IT Support position where I am constantly challenged. My greatest strength is my ability to adapt to new environments and be functional quickly.

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## Technical Certifications:

- **MCSA: Windows Server 2012 R2**  
Installing and Configuring Windows Server 2012 – 410  
Administering Windows Server 2012 – 411  
Configuring advanced windows server 2012 services – 412

## Other Technical Skills

- Knowledge of HTML, CSS, JavaScript and Bootstrap (working towards advanced level)
- Familiar with Insightly CRM, Skills to quickly grasp other business specific tools and software's.
- Good Knowledge of MS Office, MS Word, MS PowerPoint and MS Excel.

## Management and Leadership skills

1. Managed a team of 5 concierges at The Sentinel.
2. Good leadership qualities and I strive to lead others with examples.
3. Team Player and I get along with everyone.



## Work Experience

### Prohut IT services / IT Support Intern

November 2012 – September 2013, Ghaziabad, INDIA

- Responsible for maintaining system security and 2 company servers while providing IT support, to include planning, software and hardware configuration to end-users.
- Maintain DNS, DHCP, IIS, Remote Desktop Services, Print, Windows Deployment Services, and File Sharing (DFS) servers.
- Maintain all McAfee and Symantec antivirus applications and appliance, including and Secure Content Manager (SCM) (SPAM, Virus, and Content filtering of web and email traffic), and Symantec Antivirus.

### Countdown Supermarket / Supervisor

January 2014 – February 2016, AUCKLAND

- Manage Auto-stocks, Achieving Sales target and boost sales, Health and safety management, Stock Management, Inventory control, Marketing of New products, Promotional Management, Roaster staff.

### The Sentinel / Concierge (Part-time)

February 2015 - Present, AUCKLAND

- Working closely with the Property Manager to ensure ongoing success of day to day operations and full understanding of Security System, fire evacuation policies and procedures, health and safety regulations.

## Education

### Aspire2International / Graduate Diploma in Information Technology (Level 7), AUCKLAND

Currently pursuing

### Microsoft Certified Solution Associate (MCSA): Windows Server 2012

- MCSA, 410: Installing and Configuring Windows Server 2012
- MCSA, 411: Administering Windows Server 2012
- MCSA, 412: Configuring Advanced Windows Server 2012 Services

### Ntec / Diploma in Business Management (Level 7)

January 2014 – November 2014, AUCKLAND

### Kumaun University / Bachelor of Commerce

2010 – 2013, Nainital, U.K., INDIA



## References

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1. **Stewart Jay** (Head Concierge), The Sentinel, Takapuna

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2. **Sunny Handa** (Systems Administrator), AIA Insurance

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