Gurinder Nanda

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Profile

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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Skills

Technical Certifications:

➢ **MCSA: Windows Server 2012 R2**
Installing and Configuring Windows Server2012 -410
Administering Windows Server 2012 – 411
Configuring advanced windows server 2012 services – 412

Other Technical Skills

➢ Familiar with Linux OS
➢ Knowledge of networking basics (routers, switches, installation and configuration in systems, DHCP)
➢ Knowledge of programming languages such as HTML, CSS, JavaScript (including libraries such as Bootstrap), JAVA, C#, working towards learning Node.js.
➢ 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.
- Follow SCCM build documentation.
- Deploy windows images developed by SCCM SME.
- Managing AD, Groups & Objects related to SCCM.
- In-place upgrade support.
- Manage application packages using SCCM Admin console.
- Post deployment task such as ePO, Crowdstrike, Office, Profile setup.
- Assisted Widows Xp to Windows 7 Deployment as a contactor.

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 – July 2019, 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

January 2019 – currently pursuing (finishing in October 2019)

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

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

   Email: handa_gur@hotmail.com

   Mobile: 029 488 8822

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

   Mobile: 021 070 5580 (personal)