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| **Gurinder Nanda** | 37 Byron Avenue  Takapuna, Auckland, 0622 |

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| ㅡ  **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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| ㅡ  **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.

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| ㅡ  **Work Experience**  ㅡ **Education**  **­**ㅡ**References** | **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.     **Aspire2International /** GraduateDiploma 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   1. – 2013, Nainital, U.K., INDIA     **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) |
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