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| Gurinder Nanda  37 Byron Avenue, Takapuna, Auckland, 0622 · Phone: +64223299794  Email: lovey\_nanda2000@yahoo.com  LinkedIn Profile: [www.linkedin.com/in/gurinder-nanda-a2232974](http://www.linkedin.com/in/gurinder-nanda-a2232974) |
| To use my skills, experience and adaptability to obtain a role as Front End Developer (Entry level) where I am constantly challenged. My greatest strength is my ability to adapt to new environments and be functional quickly. |

# Experience

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| August 2019 – Present, AUCKLANDWordPress Front End Dev (Voluntary), Aspire2International  * Developed customWordPress page that ensured easy navigation and user-friendly design. * getting the old content from current website and putting it into a special editor access in WordPress, for upcoming website * Coming up with new design ideas for the website to make it look better. |
| July 2019 – Present, AUCKLANDService Deli Assistant (Part-Time), Countdown Supermarket  * Abide by company policies and procedures in relation to Occupational Health and Safety (OH&S) and Food Safety to ensure a safe working environment for customers, staff and contractors * Receiving stock, merchandising and managing of stock orders to company specified guidelines and budgets  January 2019 – July 2019, AUCKLANDConcierge (Part-Time), The Sentinel  * 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.    FEBRUARY 2015 – december 2018, AUCKLANDDeputy Head Concierge (Full-Time), The Sentinel  * 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. * Managing a team of 4 people * Managing residents and their enquiries or problems, guests to the complex, tradesmen * Also manage the building in the absence of building manager and had a limited Manager’s authority from 5:00pm until the completion of shift.  june 2018 – January 2019, AucklandDigital Marketing (Voluntary), Brand hype nutritions  * Manage all social media profiles and doing daily posts on different social media platforms. * Manage CRM (Insightly) and creating spreadsheets for the organization.  january 2014 – FEBRUARY 2016, AucklandSupervisor (Part-Time), countdown supermarket  * 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.  NOVEMBER 2012 – SEPTEMBER 2013, gHAZIABAD, INDIAIT Support Intern, PROHUT IT SERVICES  * 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 Windows Xp to Windows 7 Deployment as a contactor. |

# Education

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| JANUARY 2019 – OCTOBER 2019, aucklandGraduate Diploma in Information Technology, Aspire2International **Subjects with Grades:** Internet Programming (**A+**), Database Design and Development (**B+**), Java programming (**B+**), Networking and Operating Systems (**A**), System Development Integration 1 (**A+**), System Development Integration 2 (**A-**), System Development Integration 3 (**not received yet**), Industry Project (**not received yet**) |
| january 2014 – November 2014, AUCKLANDDiploma in Business Management (Level 7), NTEC2010 – 2013, NAINITAL, U.K., INDIABachelor of Commerce, Kumaun University |

# pROJECTS

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| July 2019 – OCTOBER 2019wEB APPLICATION FOR EMPLOYERS TO OUTSOURCE GRADUATES, gRADFORCE Web application for employers to outsource graduates for IT and Business streams. This is a startup and I was involved in this project as front-end developer among a team of 4. This project was a prototype where the employers could login and fill out a form, giving details of the work that need to be done. Also, for admin, they can see all the jobs which are posted on GradForce website and admin can create the quotation for the employers.  For this project I used following technologies and libraries: HTML, CSS, Bootstrap/jQuery/Ajax, JavaScript, Node.js and MongoDB, Robo3T, Postman July 2019 – OCTOBER 2019online meal ordering system, mgv Web application for online meal ordering where customers can see the meals available and order online. System had 4 type of users, Admin, Customers, Suppliers, Delivery Person. I was involved in this project as both Front and back-end developer where I used my skills to create the pages and integrate them with other team members work.  For this project I used following technologies and libraries: HTML, CSS, Bootstrap/jQuery/Ajax, JavaScript, PHP, myPHPadmin, Google API. |

# Skills

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| * HTML5, CSS3, JavaScript/jQuery/Bootstrap/Ajax, PHP, MySQL, myPHPadmin, Node.js, MongoDB (Robo3T to check database structure), Postman, JAVA and **WordPress**.  tECHNICAL cERTIFICATIONS  * **MCSA: Windows Server 2012**   Installing and Configuring Windows Server2012 -410  Administering Windows Server 2012 – 411  Configuring advanced windows server 2012 services – 412 | * Knowledge of networking basics (routers, switches, installation and configuration in systems, DHCP) * Good Knowledge of MS Office, MS Word, MS PowerPoint and MS Excel. |

# Activities

In my spare time I like to play sports like cricket, volleyball and basketball. Also love to travel and enjoy my social life on weekends.

# References

1. **Cassie Po:** (Tutor), Aspire2International

Email: [cassie.po@aspire2.ac.nz](mailto:cassie.po@aspire2.ac.nz)

1. **George Heinemann:** (Marketing Manager), Aspire2International

Email: [George.Heinemann@aspire2.ac.nz](mailto:George.Heinemann@aspire2.ac.nz)