NAZIM KHAN

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OBJECTIVE

Web design, development, and ERP management with over 8 years of experience at Ecole Globale International Girls' School. Seeking full-time Front-end Developer roles to utilize and enhance skills.

EDUCATION

Master of Computer Science, Jayoti Vidyapeeth University   2012 - 2014

Bachelor of Computer Science, Hemvati Nandan Bahuguna Garhwal University   2009 - 2012

SKILLS

Technical Skills	HTML5, CSS3, JavaScript,ES6, Bootstrap, Tailwind CSS Git, GitHub, React, Redux, MS SQL Server.
Soft Skills	Problem-solving, Teamwork, Adaptability, Leadership, Creativity, Communication

EXPERIENCE

IT Admin   August 2013 - present
Ecole Globale International Girls' School   *Dehradun, UK*

- Training and Support: Providing training to users on how to navigate and use the ERP system . Offering technical support and troubleshooting assistance.

- Customization: Configuring the ERP to meet the specific needs of the school, such as grading systems, attendance tracking, and reporting.

- Troubleshooting: Identifying and resolving technical issues promptly to minimize disruptions to daily school operations.

- Updates and Maintenance: Keeping the ERP system up to date with software updates and maintenance to ensure it runs smoothly and securely.

- Reporting and Analytics: Generating reports and utilizing data analytics to provide insights for school management, teachers, and parents.

- User Access: Managing user accounts and access levels for teachers, students, parents, and administrators.

- Data Management: Ensuring all student and staff data is accurately entered, updated, and maintained within the ERP system.

- Documentation: Maintaining documentation on how the ERP system is configured and used, as well as any customizations or changes made.

- Manage Network Security with Sophos Firewall Device (Sophos XG135).

- Manage Apple iMac Lab, Windows Computer Lab, and iPad.