

# NAZIM KHAN

443 C-Block, Ganesh Vihar, Ajabpur Khurd, Dehradun Uttarakhand

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## OBJECTIVE

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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

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<b>Master of Computer Science</b> , Jayoti Vidyapeeth University	2012 - 2014
<b>Bachelor of Computer Science</b> , Hemvati Nandan Bahuguna Garhwal University	2009 - 2012

## SKILLS

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

## EXPERIENCE

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<b>IT Admin</b> Ecole Globale International Girls' School	August 2013 - present <i>Dehradun, UK</i>
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- **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.**