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.

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| **EDUCATION** |  |
| **Master of Computer Science**, Jayoti Vidyapeeth University. | 2012 - 2014 |
| **Bachelor of Computer Science**, Hemvati Nandan Bahuguna Garhwal University.  **SKILLS** | 2009 - 2012 |

**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, atten- dance 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 manage- ment, 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.