**Simrat Kaur Nijjer**[**siminijjer@outlook.com**](mailto:siminijjer@outlook.com)[**simratnijjer@yahoo.ca**](mailto:simratnijjer@yahoo.ca)

+1(516)-472-8189

Cedarhurst, NY  
*linkedin.com/in/simratkaurnijjer/*

**Career Objective:** Cyber Security graduate with knowledge of security vulnerabilities, solutions, and risks in IT. More than two years of work experience in technical support. Skilled in security and database information management tools and in various programming languages like JAVA, Python, C, C++, and Oracle. Possess the ability to monitor several types of network firewalls, as well as comprehend data integration, network design, and database concepts.

**Education:**

* **Master of Science: Cybersecurity** Graduated: May 2023

New York Institute of Technology, Old Westbury, New York Overall GPA: 3.800

* **Bachelor of Science: Information Technology** Graduated: May 2021

New York Institute of Technology**,** Old Westbury, New York Overall GPA: 3.700

*Executive Board Member for Extracurricular Club: Think Sikh*

*Member of National Society of Leadership and Success*

**Certification:**

* **CompTIA Security +** In Progress

**Technical Skills:**

* Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Publisher, One Note, Teams, and SharePoint)
* Google Suite (Gmail, Drive, Docs, Forms, Sheets, Slides and etc.)
* Adobe (Photoshop, Illustrator, and InDesign)
* Programming Languages (Java, jQuery, C, C++, C#, HTML, CSS, JavaScript, SQL, PHP, Python, and PowerShell)
* Operating Systems (Windows, MacOS, Ubuntu, Linux, and FreeBSD)
* Network Protocols (TCP/IP, DMZ, SSH, DNS, DHCP, HTTP, and OSI model)
* Network Security Tools (Firewalls, Intrusion Detection/Prevention Systems(IDS/IPS) , and VPNs)
* Tableau
* Deltek Costpoint
* Cloud Security (AWS, Azure, Google Cloud Platform)
* Threat Knowledge

**Work Experience:**

**Executive Assistant to CFO (Part-Time) May 2022 – Present**

**Mohit Construction Inc, Cedarhurst , New York**

* Manage and maintain files, databases, and records while performing data entry tasks
* Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of objectives for the organization
* Manage incoming calls, emails, and other correspondence on behalf of the CFO, while managing his calendar
* Provide general administrative support such as ordering supplies and managing office equipment
* Submit and reconcile supply orders, process invoices, and reconcile purchase card charges

**Office Assistant, College of Engineering & Computing Sciences (CoECS),**

**New York Institute of Technology, Old Westbury, New York October 2021 – May 2022**

* Served as the first point of contact for students and visitors
* Assisted in scheduling appointments and coordinating meeting arrangements and planning event management support
* Maintained databases to gather data, compile statistics and generate reports
* Prepared, processed, and filed purchase requisitions and invoices for the area
* Arranged with vendors for services, prepared agendas, gathered and organized supporting information
* Oversaw mailroom and deliveries/scheduling; prepared shipments; ran daily errands as needed between buildings and/or across campus as needed

**Intern, Interim Consultant July 2019 – July 2020**

**Intellect Solutions LLC, Alexandria, Virginia**

**(Paid Internship)**

* Responsible for coordinating proposals including the development, tracking and administration of various commercial and government proposals
* Assisted with improving content, graphics, and readability of a proposal while ensuring compliance with all client requirements
* Coordinated, prepared for, and participated in proposal meetings and reviews
* Typed, edited, formatted, and printed a variety of documents including correspondence, reports, technical notes, presentation, and briefing material
* Ensured utmost attention-to-detail and accuracy at all aspects of the daily work
* Operated in Deltek Time and Expense. Use of Deltek Costpoint 8 for all these responsible functions:
* Proficient with the Accounts Receivable (A/R) module within Deltek/Costpoint
* Maintains database by entering new and updated vendors/subcontractors and accounts information
* Verifies entered vendors/subcontractors and accounts data by reviewing, correcting, deleting, or reentering data.
* Generate daily cash log reporting on all vendors/subcontractor’s accounts and report to the Manager
* Manage sensitive vendors/subcontractors and accounts with daily and monthly excel reports
* Assist with maintaining and auditing employee profiles in Costpoint
* Review reports and analyze timesheet data as needed
* Analyze all balance sheet accounts and ensure that the accounts are reconciled monthly

**Projects :**

**Portfolio (Simrat Kaur Nijjer Website),** *| June 2024* [**https://simratknijjer.github.io/myportfolio-website/**](https://simratknijjer.github.io/myportfolio-website/)

* Used HTML, CSS and JavaScript to create and build a web content
* Used GitHub to make the web content live for the public

**Database Design ( Healthcare Database System),** *New York Institute of Technology.* *| Spring 2023* (Team of 3)

* Used SQL Workbench to create ER Diagrams for the Healthcare Database Relationships
* Created stored procedures to support individual patient information retrieval & to support Dashboard Design

**DataGrid App ,** *New York Institute of Technology. | Spring 2022*

* Used Microsoft SQL Server Management Studio to query, design, and managed databases and data warehouses
* Created tables for Database Schema
* Transferring databases from Microsoft SQL Server Management Studio to Visual Studio 2022
* Used Visual Studio 2022 to create the Login screen, customer form and Designed DataGrid View

**HTML & LaTeX,** *New York Institute of Technology. | Spring 2021* (Team of 4)

* Used HTML and LaTeX to build web content

**Labtainers in VirtualBox,** *New York Institute of Technology.* | *Fall 2021* (Team of 2)

* Cyber Exercises: Network-Basics, Routing-Basics, Wireshark-Intro, Arp-Spoof, Tcpip, Local-DNS, Snort, DMZ, SSH

**B+ Tree Code (Java or C++),** *New York Institute of Technology. | Fall 2021* (Team of 4)

* Used programming languages such as Java or C++ to create a B+ Tree
* Used pseudocode for tree insert and remove operations

**Skills:**

* Excellent at organization and time management
* Active listener
* Ability to diagnose and resolve computer technical problems
* Detail-orientated with the ability to execute multiple tasks in an organized manner
* Working knowledge of office equipment
* Exceptional written and verbal communication skills

**Languages:**

* English
* Punjabi
* Hindi