**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. One and a half 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/*

* 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