

MANDIP NIJOR

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Date of Birth: 20 JUNE 1979

Nationality: British

Work experience:

September 2001 –
Present

Connect Personnel - After graduating from university, I pursued an **I.T. Technician** career with Connect Personnel. This was a new job role as the company was starting to expand. My job role includes: maintenance of the company web-site, updating client and staff records, data back-up, securing company data both off and on-line, full hardware/software maintenance and upgrades and all other I.T. related issues. I networked both Dartford and Greenwich offices in order to share data as well as peripherals and internet amongst all computers. I was also responsible for the design and development of both client and staff databases using ACT 2000, in order to easily access and update records electronically. Working between both Dartford and Greenwich offices has enabled me to gain distinctive skills in team working, meeting deadlines and facing new challenges.

January 2003 –
Present

After successfully completing the CIW and Macromedia courses, I am currently developing web-sites for clients in order to build up my portfolio. Please visit <http://www.mandips.tk> or <http://homepage.ntlworld.com/mandip.n> to see my up-to-date portfolio.

June 1998 –
Present

Part-time shop floor sales assistant at **ASDA supermarkets**. Customer facing role. Dealing with customer queries, continuous training, time management and planning of tasks. This job has allowed me to gain solid interpersonal skills required to effectively communicate and deal with both customers and colleagues.

August 1998 –
September 2001

Thames View Software Services: Summer placement whilst studying at university. Assisting the company to find solutions for their clients. Constant use of Oracle(SQL+), Java, C++, Linux, web-design tools and a number of other different software's required for individual projects.

February 1996:

Halifax Property Services: Work experience placement. Sorting out paperwork, typing records and communicating with customers on a regular basis. This job allowed me to acquire skills in team-working and meeting deadlines, which would become a foundation for my future.

June 1993:

BT: Work experience placement. Assigning goods for different locations. Completing paperwork and meeting deadlines of deliveries to be sent. This job provided me with an early exposure of the real working world, at the age of 14.

Education and Qualifications:

2002 – 2003
Top Choice CC

Macromedia Flash & Coldfusion – Successfully completed web development Macromedia Flash and Coldfusion courses at Intermediate and Advanced levels.

2001 – 2002
Top Choice CC

CIW (Certified Internet Webmaster) – Successfully acquired Master CIW Designer series certification. Course included – Web-design foundations, Site designer and E-commerce designer series. This course has given me the “Qualified Master Web Designer” status.

2001 – 2002
Top Choice CC

ECDL (European Computer Driving License) – Successfully passed this world-wide recognised course, which is fast becoming a necessity for computer veterans.

2000 - 2001
London Guildhall University **BSc(HONS) Computing & Information Systems –2(ii) achieved - Final year included:**
Advanced DBMS (Oracle: SQL+), Software Engineering: Environment & Management, Advanced Systems Analysis (RAD), Final Year Project on a Web-based ordering system.

1998 – 2000
London Guildhall University **HND Computing –**
Successfully passed course on a distinction level, allowing direct entry into final year BSc.
Second year units acquired at:

- **Distinction Level:** User Interface Design (VB), DBMS/Oracle, Software Systems Architecture and Design & Implementation case study (double unit).
- **Merit Level:** Case Tools & 4GL's and Software Engineering.
- **Pass Level:** Computer Communication & Networks.

First year units acquired at:

- **Distinction Level:** Programming (Java), Software Development and Quantitative Methods.
- **Merit Level:** Systems Analysis.
- **Pass Level:** IT for Information Analysis and Presentation, Business Organisation, Information Systems and Computer Systems Architecture.

1996 – 1998
Bexley College **City & Guilds Advanced Diploma in Computing –**
This course included Programming, Relational databases, Systems Analysis and Data Processing at an advanced level. Overall Distinction achieved.

1992 – 1996
Bexleyheath School **GNVQ Business Studies Intermediate.**
GCSE's: English & Mathematics: (C). Eight GCSE's in total. Included: Business, Art and Design & Technology. Punjabi (A*).

Additional Study Private computing course with **Scheidegger – MIS**. Course units included: Programming, Networking, Graphic Design, Data Entry and WP. Completion of course with certificates. Also achieved a certificate from **NICAS** for my WP skills at the age of 15.

Technical Experience Over the course of my studies from school to university, as well as private courses and work experience, I have become proficient in a number of different operating systems. These include: Microsoft Windows 3.1, Windows 3.11, Windows NT, Windows 95, Windows 98, Windows ME and Windows XP at present as well as UNIX and Novell.

My first introduction to databases was when I started studying the advanced diploma at college. The packages we used for RDBMS subject were dbase and Microsoft Access. I found these packages very interesting and useful in terms of handling data. Working at Thames View Software Services and studying at university later augmented the database skills I acquired at college. As you can see from my work experience, I have also designed and developed a database driven wine guide web-site. Later on in 2nd and 3rd year at University, I was exposed to Oracle and SQL. I found these programs very useful and robust. My interest and aptitude in these programs helped me acquire a distinction in database units.

The first programming language I used was QBasic in college. From there I understood the concept and importance of programming. My skills and knowledge in programming were expanded when I was introduced to C++. I also studied and put in practice this language, at college. At Thames View Software Services and at university in the first year HND, for Programming and Software Engineering units, I was acquainted with JAVA. Starting from the basics to the higher level of this language, I acquired distinctions in both subjects.

After graduating from university, working at Connect Personnel has enabled me to gain expertise in networking, designing and developing databases as well as providing full I.T. support. Whilst working at Connect Personnel, I studied the CIW and Macromedia web-design courses. As well as working at Connect Personnel and part-time at ASDA supermarkets, I am currently designing web-sites for clients. This allows me to combine all

the technical and interpersonal skills that I have acquired throughout my academic and work life, i.e. programming, databases, graphic design, customer service skills, meeting deadlines and team working.

Overall my skills include: use of Computers, different hardware and software and use of Internet. Proficient in a number of packages and programming languages, including: Java, Oracle(SQL+), Visual Basic, UNIX, HTML, ASP, PHP, SSADM, NemiSys, Novell, Microsoft word, Excel, Access, Project and PowerPoint. Also proficient with Web-design software, i.e.: Adobe PhotoShop, Macromedia Dreamweaver, Fireworks, Flash and Coldfusion.

Interests Various sports including football and rugby, Listening to music, Reading, fitness and distinct ventures, i.e. I own an acre of land on the Moon.

Foreign Languages As well as being 100% fluent in English, I can also read, write and speak Punjabi and Hindi fluently. I can also speak and understand Urdu.

Referees

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