

RANDEEP MANGAT

661.332.3267 | mangattrandy017@gmail.com | Bakersfield, CA 93304

ENTRY-LEVEL IT HELP DESK SPECIALIST And Data Entry

Graduate with a Bachelor's degree in Computer Science. Possess a solid foundation in IT fundamentals and a keen interest in providing exceptional technical support and proficient in administrative and clerk roles. Adept at leveraging strong communication skills to assist users effectively and ensure optimal customer satisfaction. Ready to troubleshoot software and hardware issues, enter data and manage spreadsheets with optimal efficiency

SKILLS

- Professional:** Troubleshooting | Help Desk Support | Cybersecurity Fundamentals | Customer Service
Hardware and Software Installation | Communication | Computer Literacy
Attention to Detail | Adaptability | Problem-Solving | Time Management | Collaboration |
Data Entry | Spreadsheets | Typing | Data Integrity | Administrative Assistance | Online Data Entry |
- Technology:** Microsoft Office Suite | Windows Operating Systems | PC Help Desk | Active Directory
Networking Concepts (TCP/IP, DNS, DHCP) | Antivirus Software | Backup and Recovery Software
| Microsoft Products
-

EDUCATION

- Bachelor of Science,
Criminal Justice** 2023
Colorado Technical University | Colorado Springs, CO
- Bachelor of Science,
Computer Science** 2021
California State University | Bakersfield, CA
-

EXPERIENCE

- M1 Armor Crewman** 6/2021 - 8/2023
United States Army | Fort Bliss, TX
- Proficient in operating and maintaining advanced military vehicle technologies, including fire control systems, communication systems, and navigation equipment.
 - Leveraged intrusion detection systems, access control systems, and surveillance cameras to safeguard critical assets and ensure the integrity of sensitive environments.

- Operated base entry points around the clock, rigorously enforcing security measures by scrutinizing identifications, inspecting vehicles, and vetting deliveries to safeguard secure zones.
 - Managed gate operations, regulating traffic flow and promptly responding to any on-base emergencies to ensure swift resolution and maintain safety protocols.
 - Responded to security emergencies with agility, swiftly neutralizing hazards and mitigating potential threats to personnel and property.
 - Enforced strict access control measures in restricted areas, safeguarding against unauthorized entry by civilians and military personnel to uphold force protection standards and property security.
 - Maintained accountability of equipment valued at over \$75,000, ensuring security and control of all assets.
 - Diligently documented and organized security-related information with precision and efficiency, facilitating seamless communication and coordination among security personnel.
 - Safeguarded the storage of weapons, ammunition, and explosives, implementing rigorous protocols to prevent theft and minimize the risk of accidents or unauthorized access.
-

RM Trucking

8/2023 - Current

Bookkeeper | Bakersfield, CA

- Managing, filing, and organizing paperwork. Including: Truck driver's logbook, filing quarterly fuel taxes, and Invoices
- Communicate with load brokers via email or phone.
- Using Excel spreadsheets to organize and account for all expenses and income.