

# **CURRICULUM VITAE**

---

## **ANKIT KUMAR VERMA**

529D/2/495, Vijay Kunj Colony,  
Kalyanpur, Ring Road, Lucknow, U.P.

Contact No.: 9532969348

Email : ankit.ankit.verma726@gmail.com

---

### **Brief Overview**

To work in a professional and challenging environment where I can make the best use of knowledge acquired so far and with time.

- ☐ Highly motivated to take the challenges hand to hand.
- ☐ Self learning skills to fill the gap whenever needed.
- ☐ Team leading skills and a Team player.
- ☐ Excellent networker to maintain company relations and collaborations.

### **Academic Qualification**

- ☐ **High School** from UP Board in the year 2009.
- ☐ **Intermediate** from UP Board in the year 2011.
- ☐ **Graduation (B.Sc PCM)** from Dr. Ram Manohar Lohia Awadh University Faizabad in the year 2017 with 1<sup>st</sup> Hons.

### **Computer Qualification**

- ☐ **ADCA** (1 year)
- ☐ Autocadd (**NIELIT, Lucknow**)
- ☐ English Typing

### **Professional Roles in Past Related Experience**

- ☐ Two year working experience in **Fortuna Empires Ltd.** as a Site Inspection Incharge. (Site Construction Inspection, Sales Work, Material Billing, Interior & Decoration Work, Paper work) (Jan 2016 - Dec 2017)
- ☐ Three year experience in **Fortuna Empires Ltd.** Company as a Branch Manager (Office Team Management, Build a Relations with client and staff, All legal works, Paper work, Maintain a sales Department, Sales Lead Generation, Branding & Campaigning Promotion, Plan a Marketing Strategy), (Jan 2018- Nov 2020)
- ☐ Nine month experience in **System Administration & IT Infrastructure support** in **NSEIT Ltd.** as a IT Supervisor from 28<sup>th</sup> June 2021 to 17<sup>th</sup> March 2022.

### **Responsibilities as a IT Supervisor:**

- Conduction of online exams eg: IIBF, IRDA, NISM, NCFM, UIDAI, ICAI, ICSI, RRB at center or external Venues as per procedures prescribed & ensure that they are strictly adhered to
- Responsible for managing of remote network access
- Preformed maintenance on equipment as necessary, performing device upgrades, modification of configurations, password changes and diagnostic testing.
- Identifying, diagnosing, and resolving network problems.
- Providing daily operational support and system administration for core network infrastructure.
- Second-level help desk technical support and troubleshooting on IT Problems.
- Creating reports on user complaints and problems fixed.
- Handling Escalations from Clients.
- Coordinate with ISP and Application Team to resolve the issues arises.
- Preparing Daily, Weekly & Monthly reports.
- IT Infrastructure Management.
- Vendor Management.

### **Other Roles**

- Two and Half year working experience in Star Gym as a Floor Manager. (Maintain all machines, Membership plans and supplements sales, outdoor activity exercises, branding & campaigning promotion, Personal Training) (Sept 2013- Dec 2015).

### **Achivements**

- Certificate of "**Employee of the month**" in Nov 2013 at Star Gym, Lucknow.

### **Personal Profile**

- |                  |   |                             |
|------------------|---|-----------------------------|
| □ Father's Name  | : | Mr. Ramesh Kumar Verma      |
| □ Mother's Name  | : | Mrs. Anupam Verma           |
| □ Date of Birth  | : | 01 <sup>st</sup> July, 1995 |
| □ Gender         | : | Male                        |
| □ Language Known | : | Hindi & English             |
| □ Marital Status | : | Unmarried                   |

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place : Lucknow

**(ANKIT KUMAR VERMA)**