

ANIL VERMA

IT MANAGER

CONTACT

+91 79997 30373

anil.4j@gmail.com

C-91, Yadunandan Nagar,
Tifra, Bilaspur, Chhattisgarh

LANGUAGES

- English
- Hindi

SKILLS

- Hardware
- OS Administration
- Network Administration
- Network Security
- Backup & Recovery
- ERP
- Troubleshooting
- Technical Support

ACHIEVEMENTS

- Won the Award for Best DMS System & Process in FY 2011 & 2013, between all Mahindra Navistar Dealership in India for our company Black Diamond Motors Pvt Ltd.

PROFILE

Dedicated and results-driven IT Manager with 14+ years of experience in designing, implementing, and maintaining robust IT infrastructures. Proven expertise in system optimization, security enhancement, and seamless integration of emerging technologies. Adept at troubleshooting complex issues and providing efficient solutions to ensure optimal system performance. Strong communication skills with a track record of collaborating effectively with cross-functional teams.

PROFESSIONAL EXPERIENCE

IT MANAGER
GARUDA DEZINE, Bilaspur (CG) | Oct 2021 - Present

- Administer and maintain a diverse IT infrastructure, including server, networks, and storage systems.
- Configure and manage network devices such as routers, switches and firewalls.
- Monitor network performance, troubleshoot connectivity issues, and optimize network resources for maximum efficiency.
- Provide expert-level technical support to end-users, resolving hardware, software, and network-related issues promptly.
- Collaborate with Help Desk teams to streamline support processes and enhance end-user satisfaction.
- Conduct regular tests of backup and recovery procedures to maintain business continuity.
- Apply patches, updates, and security fixes to systems, ensuring they remain up-to-date.

IT MANAGER
THE JAIN INTERNATIONAL SCHOOL, Bilaspur (CG) | Feb 2014 - Sep 2021

- Administer and maintain server and network infrastructure to support the school's educational technology initiatives. Configure and manage the school's local area network (LAN), including switches, routers, and wireless access points.
- Implement and manage e-learning platforms, ensuring accessibility and functionality for both teachers and students. Provide technical support for teachers and students using online learning platforms, educational software, and other digital resources.
- Ensure reliable connectivity for classrooms, labs, and administrative offices, optimizing network performance. Oversee and maintain computer labs, ensuring all systems are up-to-date, secure, and suitable for educational use.
- Led the successful implementation of the ERP system tailored to the school's administrative needs. Manage user accounts for students, teachers, and administrative staff, ensuring secure access to school resources.

STRENGHTS

- Optimistic
- Adaptability
- Problem-Solving Skills
- Strategic Planning
- Team Collaboration
- Ability to convey technical concepts to non-technical audience
- Customer Service Orientation

REFERENCES

- **MR. GYAN SINGH KSHATRIYA**
  Director
  Jagdamba Trailers Pvt Ltd,
  Raigarh (CG)
  M # +91 87704 24760

- **MR. AYAN DASGUPTA**
  Chief Designer and Consultant
  Garuda Dezine, Bilaspur (CG)
  M # +91 79747 74887

- Configured and customized modules such as student information, Exam, human resources, employee and attendance etc. Managed user roles and permissions, ensuring appropriate access levels for different staff members. Implement and enforce security measures to protect sensitive educational data. Developed and generated reports to provide insights into various aspects of school administration.
- Collaborated with ERP vendors for issue resolution, updates, and optimization of the ERP system. Participated in vendor-led training sessions to stay abreast of new features and best practices.
- Ensure compliance with IT policies and guidelines set by the school administration and regulatory bodies.
- Regularly update and maintain the school's website to ensure accurate and up-to-date information is accessible to students, parents, and staff. Collaborate with school administrators, teachers, and other stakeholders to gather information for website updates. Collaborate with web developers or external service providers if advanced troubleshooting is required.

PREVIOUS EXPERIENCE

IT MANAGER & DMS INCHARGE
AUGUSTA MOTORS PVT. LTD. (Authorized Dealer of Mahindra Trucks & Buses Ltd.), Bilaspur (CG) | Jun 2013 - Jan 2014

SYSTEM ADMINISTRATOR & DMS INCHARGE
BLACK DIAMOND MOTORS PVT. LTD. (Authorized Dealer of Mahindra Navistar HCV & LCV), Bilaspur (CG) | May 2010 - May 2013

SYSTEM ADMINISTRATOR
CRAZY PRICING ONLINE SERVICES PVT. LTD., Gurgaon, Haryana | Feb 2008 - Apr 2009

SYSTEM ADMINISTRATOR
ERETAIL CYBERTECH PVT. LTD., Hyderabad, A.P. | Jul 2007 - Jan 2008

ASST. HARDWARE ENGINEER/CUSTOMER SUPPORT REPRESENTATIVE
TT-TECH., Noida, U.P. | Nov 2006 - Jun 2007

EDUCATION

MASTER OF SCIENCE IN COMPUTER SCIENCE | 2005
Institute of Computer Science (ICS), Bilaspur
Guru Ghasidas University, Bilaspur, Chhattisgarh

TECHNICAL QUALIFICATION

CCSE (CMS CERTIFIED SYSTEM ENGINEER) | 2009
CMS Computer Institute, New Delhi

GLOBAL CERTIFICATION

MCSA (MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR)
Microsoft Certification ID# 6820230