

Ankit Verma

Proficient in IT Operations, System and Network Administration, End-User Support, and Cloud Solutions, with hands-on expertise in VPN configuration (**FortiGate**) and enterprise cybersecurity using **Kaspersky Antivirus**.

WhatsApp: <https://wa.me/971567384660> **Email:** ankitverma.official@outlook.com

Location: UAE | **Visa Status:** Employment Visa **Driving License:** Valid U.A.E Driving License *Driving digital transformation through expertise in Oracle NetSuite, ERP systems, and IT leadership*

Profile Summary

Certified Oracle NetSuite Administrator and IT professional with over 4 years of experience in ERP systems, IT administration, and business process optimization. Skilled in customizing NetSuite workflows, managing user roles, and integrating third-party platforms to enhance operational efficiency. Proficient in Power BI, SQL, and Office 365, with a proven track record in financial reporting and cybersecurity. Passionate about leveraging technology to drive strategic growth and deliver measurable business impact.

Targeted Job Roles

- Network, Software & Database Administrator
- Backup & Disaster Recovery
- Cloud & IT Support Specialist
- Oracle NetSuite Administrator
- ERP Systems Administrator

Core Competencies

- **ERP, CRM & Hospitality Systems:** Proficient in Oracle NetSuite (Financials, CRM, Suite Script, Suite Flow), Salesforce, Microsoft Dynamics, and SAP. Experienced in hospitality platforms including Micros Opera PMS, Wish Net PMS, and Micros RES 3700/9700 for property and restaurant management
- **HR & Payroll Systems:** Skilled in Web Prologic, Pay Trax, and ZK TECO BioTime for managing payroll, attendance, and HR operations.
- **Financial Management:** Accounts Payable, Accounts Receivable, General Ledger, Financial Reporting, GAAP Compliance
- **Data Analysis & Visualization:** Power BI (Dashboards, Data Modelling), Google Analytics, Microsoft Excel
- **IT Infrastructure:** Network Administration, Cybersecurity, System Optimization
- **Office 365 Administration:** User Management, Microsoft Teams, License Administration
- **Project Management:** Monday.com, Agile Methodologies, IT Solution Implementation
- **Programming & Scripting:** SQL, JavaScript, Suite Script 1.0/2.0, PHP, MySQL

Professional Experience

Global Gases Group FZE, Dubai-UAE

IT Officer & Oracle NetSuite Administrator

Aug 2023 – Present

- Administered and customized Oracle NetSuite ERP, automating workflows and optimizing dashboards for finance and operations.
- Developed Suite Script 1.0/2.0 solutions and Suite Flow automations, reducing manual processes by 30%.
- Integrated NetSuite with CRM, eCommerce, and payment gateways using Suite Talk (SOAP/REST).
- Managed user roles, permissions, and security protocols, ensuring compliance with data protection standards.

- Supported financial modules (Accounts Payable/Receivable, Fixed Assets), enhancing reporting accuracy.
- Led Office 365 administration, streamlining collaboration tools for 50+ users across departments.
- Spearheaded IT projects, aligning NetSuite configurations with business objectives to drive efficiency.

National Ajman Petroleum FZE, Ajman-UAE

IT Support Specialist / ERP Coordinator

Jan 2023 – July 2023

- Managed Oracle NetSuite financial processes, including general ledger and bank reconciliations.
- Created Power BI dashboards for financial insights, improving decision-making by 20%.
- Configured ERP workflows, ensuring data integrity and operational efficiency.
- Supported month-end and year-end closing processes, maintaining compliance with GAAP standards.

Education

Bachelor of Technology

2016 – 2020

Dr. APJ Abdul Kalam Technical University (AKTU)-India

Diploma in Computer Hardware & Networking

Completed 2018

IICT Indian Institute of Commerce and Trade - India

Certifications

- Oracle NetSuite Administrator (2023)
- Power BI: Data Visualization & Modelling
- Google Analytics & Google Ads
- Cybersecurity for Everyone (University of Maryland)
- Blockchain Basics (Great Learning Academy)
- ERP & Business Process Management (2023 – 2024)
- Advanced Diploma in Computer Applications (ADCA)
- Database Management & SQL
- Project Management Tracker using Microsoft Excel

Languages

- English (Fluent)
- Hindi (Fluent)
- Arabic (Basic)

Interests

- Emerging Technologies
- Network Security
- Backup & Disaster Recovery Planning
- Network & Cybersecurity
- Database Performance & Optimization
- End-User Experience & Support Solutions
- Infrastructure Monitoring & Incident Management

Ready to elevate your organization's IT and ERP capabilities with innovative solutions and proven expertise?

References

Available upon request.