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Professional Summary

Having 4.4 years of professional experience in **SharePoint Administration (2010/2013/2016/2019 & online)** and **office 365.** I am looking forward towards a progressive and challenging work in your reputed organization where my knowledge could be shared and enriched.

Skills

- ✔ Experience in Installation, Configuration, Customization, Managing and Administering SharePoint. Also good experience in Office 365.
- ✔ Manages project risks, and escalate incidents to the team as necessary Apps.
- ✔ Expertise in SharePoint Online, **MS Flows, MS Forms, MS Teams, Power Automate, Power BI**.
- ✔ Proficiency in Creating, Configuring the SharePoint server farms, Web Applications, Site Collections, Document Libraries, Content Types and Custom Lists.
- ✔ Experience in applying the Security Patches and Cumulative updates for SharePoint.
- ✔ Good knowledge in SharePoint Migration (**Sharegate**).
- ✔ Experience in Configuring and troubleshooting on various Service Applications in SharePoint 2013/2010.
- ✔ Good knowledge in SharePoint Server 2013, features, Service Applications and Search.
- ✔ Extensively used Active Directory for creating Users and Groups, and integrating with SharePoint.
- ✔ Experience in Backup/Restore of content databases, log file backups and shrinking of log files and handling SQL server related issues.
- ✔ Experience in Creating Maintenance Plans and Jobs in SQL server 2008 for automatic log backup and shrinking of databases.
- ✔ Good experience in Workflows and web parts.
- ✔ Experience on Web part and Windows solutions packages deployment.
- ✔ Highly experience in disaster recovery plan.

Experience

Working as a share point administrator at **HCL** (Noida).

Work History

World Bank	
Environment	Office 365, SharePoint online, SharePoint 2013, MS flows, MS forms

- ☐ Involved in installation and configuration of the Microsoft Office SharePoint Server farms and service applications.
- ☐ Routing the tickets to various people based on their level of ability in SharePoint.
- ☐ Provide the technical assistance to lower teams which they are not solved by them.
- ☐ Participate in SharePoint Service Strategy Committee Meetings.
- ☐ Maintaining World Bank SharePoint Farms include QA, Pre-Prod and Production.
- ☐ Applying hot fixes, updates and Service Packs.
- ☐ Working on Solution deployments and trouble shooting in SharePoint.

- Deploying, Retracting, Install, Active the Solutions for web applications and Global Applications through Power shell.
- Deploying and upgrading apps through Power Shell and SharePoint UI.
- Working on various service applications in SharePoint 2013.
- Creating Web applications and site collections through Power shell in SharePoint environment.
- Managing authentication in SharePoint environment.
- Managing the IIS servers for deploying the provider hosted apps.
- Troubleshooting the issues related to various service applications.
- Coordinate with other teams like DB, AD, windows, Exchange to sort out the SharePoint problems based on the relation between them.

Vodafone	
Environment	SP 2013, IIS, Active Directory Services, SQL-Server 2008 R2, Windows Server 2008 R2 (SP1), PowerShell 3.0, Doc Ave-point, ULS Viewer, MS Office 2010.

- Involved in the Installation, Configuration and Administration of SharePoint.
- Created Web Application and Site Collection in SharePoint.
- Created Sites & Sub Sites and installed Solution Packages by using PowerShell in SharePoint.
- Extensively used PowerShell to performed backup for the farm and restore content database through interface.
- Set up SSO integration, Search indexing, scopes, Data Backups, Audience targeting in SharePoint.
- Developed Sites, Team Sites, Views, Alerts and Lists in SharePoint.
- Deployed and customized collaborative and publishing site collections, sites, web parts, document libraries, lists, and views.
- Extensively Identified process, technology and organizational role changes necessary to support business goals and objectives.
- Responded to issues in the search service and work with clients, other service managers, and external service providers to bring successful resolution.
- Tested updates of software layer and configured changes to insure they function appropriately and meet performance requirements.

Unisys	
Environment	MOSS 2007, SharePoint 2013/2010, SQL-Server 2008 R2

- Involved in the Installation, Configuration and Administration of SharePoint 2010/2007.
- Participating on migration task from moss2007 to sharepoint2010.
- Created Web Application and Site Collection in SharePoint 2010.
- Extensively used Power Shell to performed backup for the farm and restore content database through interface.
- Worked on various Custom workflows trouble shootings.
- Used Active Directory for creating User, groups and integrated with Central Admin
- Set up permission levels and permissions for individual users and Active Directory groups, libraries, and lists.
- Set up and provided day-to-day end-user support through email, desktop, and telephone support in a highly collaborative team environment.

EDUCATION

B.TECH (E.E.E.) from JNTU KAKINADA.

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