



# Manoj Singh

## IT Consultant

Innovative, Task driven professional with 8 years of experience in Power App, Power Automate, IT Infrastructure and Support, M365 Applications.



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Pune, India

## SKILLS

Microsoft 365 apps  
SharePoint, MS Flow, Power  
Automate, Power Apps, Email  
Security,

OS: Window, MAC, Linux  
Ubuntu, Windows Servers.

MAC Support

Licensing Management

Hardware Skills: PC  
assembling, Formatting,  
Partition, drivers  
Installation, windows XP,  
7,8,10 professional.

Inventory Management: PDQ  
software and hardware  
inventory management.

Networking Services: DHCP,  
creating domain controller,  
Basic Power shell scripting.

## LANGUAGES

ENGLISH  
HINDI

## INTERESTS

Art  
Music

## WORK EXPERIENCE

- » Design, create and maintain PowerApps, Power Automate, MS forms.
- » MS SharePoint Site creation, site maintenance, list creation.
- » Automating Business process using power platform.
- » Implement data integration solutions using power automate.
- » Basic understanding of designing and developing power BI reports and dashboards.
- » Experience in installation of Windows, configuration, technical troubleshooting, support of server Hardware, operating systems, Microsoft application software and peripherals, Windows XP, 7, 8/8.1, 10, Server 2003,2008 R2 ,2012
- » SCCM Troubleshooting and Configuration
- » PowerShell Scripting Basic, MAC OS Support.
- » Microsoft 365 platform troubleshooting, Access Controller, allocation of access card to new user and deactivation of access card on last day.
- » System Remediation and Vulnerabilities.
- » Service Now ticking, proficient in handling escalated calls and providing level 2 Technical Support to end-users using INC.
- » Installation & Configuration of Network printers & Scanner and its basic level of troubleshooting.
- » Migration/deployment of Exchange On-premises to Office 365 Azure-hosted solution.
- » Creating KB for team, and technical documents.

## CERTIFICATES

- MAC OS SUPPORT ESSENTIALS
- Microsoft SCCM Training / Share point Basic.
- Microsoft 365 fundamental - MS 900

## PROJECTS

- Asset Validation Using Power Automate and SharePoint
- Infra Health Check App using Power Apps & Power Automate
- Bidding Application in SharePoint
- Windows-10 Migration
- BCP Setup for COVID 19
- Asset disposal project
- Public IP Migration
- DOT
- VC Enhancement
- Infrastructure Setup Project for New office

## ORGANIZATIONS

- Allstate India, as *Consultant* from (04/2021- Present)
- Birlasoft as *IT Analyst* (Client: Allstate India) from (01/2019 - 03/2021)
- TATA Elxsi Ltd as *IT Executive* from (04/2015 - 01/2019)

## EDUCATION

- Diploma in Computer Science  
*NTTF University of Bangalore*
- Bachelor of computer application (BCA)  
*Annamalai University*