**Objective:**

Seeking a job opportunity as a SharePoint administrator with an organization. I am a driven individual with skills and ability in the designing, planning, and maintenance of software programs, where I can utilise my understanding of coding and software development to efficiently fulfil the requirements of clients and customers. I wish to work with a diverse team that works towards contributing to the company’s vision and goals.

**Professional Summary:**

* About 5+ years in depth knowledge and experience of SharePoint 2010, SharePoint 2013, SharePoint 2016, SharePoint 2019, SharePoint Online, Office 365 Administration.
* Knowledge of configuring SharePoint farms with experience on SharePoint Installation.
* Maintain and administer SharePoint services, including search, content hub and excel, user profile, managed metadata etc.
* Manage SharePoint end user accounts, permissions, and access rights following best practices about privacy.
* Knowledge and experience in SharePoint Patch Installation, upgrading and keeping the Environment in compliance.
* Knowledge and experience in Manage backup and restoration.
* knowledge in SharePoint Solutions/Apps /SharePoint farms and customizations on SharePoint Online.
* Knowledge and experience in Office 365 Group and user management and administration.
* Ability to provide migration approach by analysing components
* Deep knowledge and experience in SharePoint Migration using both Traditional approach as well as third party tool such Sharegate etc.
* Working Knowledge of InfoPath forms, Nintex forms, Nintex workflows, SharePoint Designer & forms/workflows Troubleshooting, Page design with technologies like HTML, CSS, JavaScript.
* Knowledge in writing and executing PowerShell Script
* Basic knowledge and experience in Office 365 exchange administration, Azure Administration.
* Basic Knowledge and experience in Power Platform applications like PowerApps and power Automate.
* Gathering customer requirements to provide innovative solutions and recommend system solutions and implement.
* Provided design/functional specifications and documentation for business solutions.
* A team player with Strong communication, analytical, logical, and Problem-solving skills.

**Technical Skills:**

* **Languages: - PowerShell** Scripting, HTML, CSS, JavaScript, SQL
* **Microsoft Technologies:** SharePoint Microsoft Office SharePoint Server, SharePoint 2010/2013/2016/2019
* **Web Servers**: IIS 6.0/7.0
* **Migration tools**: Sharegate, SharePoint Migration tool.
* **Forms**: InfoPath Forms, Nintex Forms, PowerApps
* **Workflows**: Nintex Workflows, SharePoint Designer Workflows, Power Automate.
* **MS BI tools**: SSIS, SSRS
* **Other Admin Tools**: ULS Viewer, SharePoint Manager, Dell Tool, SharePoint Modernization Tool, SharePoint Migration Assessment tool.
* **Office Tools**: - Microsoft Word, Microsoft Excel, Microsoft Power Point, OneNote, OneDrive.

**Educational Background:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Certificate**  | **Institute**  | **University/Board**  | **Month/Year**  | **Aggregate %/CGPA**  |
| **Bachelor of Engineering in computer engineering**  | **Pillai HOC college of engineering and technology**  | **Mumbai University**  | **July 2017**  | **6.95 CGPA**  |
| **HSC in Science**  | **NES Junior College**  | **Maharashtra State Board**  | **March 2013**  | **64.25%**  |
| **SSC**  | **Bright High School and Junior College**  | **Maharashtra State Board**  | **March 2011**  | **81.45%**  |

**Professional Experience:**

**Employer 3:** HCL Technologies                                             **Duration**:2022 May - Present

**Title:** Senior Specialist

**Client: Haemonetics**

**Responsibilities:**

* Hands on experience in administering **SharePoint 2013 / 2010/2019 and SharePoint Online.** Administrated and supported around 10 SharePoint farms and their related services.
* Responsible for redesigning the **SharePoint architecture** into scalable solutions to support the future growth of the organization.
* Experienced on **SharePoint 2010 to SharePoint 2013, SharePoint Online Migration** using database attached Method, PowerShell backup and restore, Third party migration tools like Sharegate.
* Experience with administration of search engines and relevancy tuning. Thorough understanding of search features in FAST Search for SharePoint 2010 / 2013 and Hybrid search for SP2019 and online.
* Published SharePoint 2013 Search Service application to crawl SharePoint 2010 and file share content to set up the SP 2013 search portal.
* Worked on Central Administration Client to perform server operations and application management tasks including **backup and restores**, **error reporting** and **logging, creating,** and **extending web applications**.
* Performed full and partial **import** from **Active Directory** server to synchronize user profiles and properties.
* Extensively used **SharePoint logs, IIS logs** **and event viewer logs** for troubleshooting SharePoint issues. I also used **Process Manager, fiddler, Network Monitor, Log Parser** for troubleshooting.
* Created and configured **Shared Services Provides (SSP) for My Site, Excel services and Business Data Catalog (BDC)**.
* **Deployed SharePoint solution packages** (web part, features, event handlers, custom workflows etc.) using central administration UI, STSADM / PowerShell commands.
* Write scripts, batch files and programs to **automate systems administration tasks.**
* Created **Users & User Groups** and set different permission levels to them. Also set permissions for Lists, List Items, and folders.
* Configured **Crawl Rules** and **Metadata Properties** for the Custom Columns.
* Coordinating **quarterly maintenance** to follow strict procedures and guidelines for server patching and/or upgrades. Duties include scheduling, coordinating with all IT groups, communication with the user base and testing while maintaining minimal downtime.
* Provided **On call support for 24 X 7** on a rotational basis.

**Employer 2:** Atos Global Services                                             **Duration**: 2021 June - 2022 May

**Title:** Consultant.

**Client: Willis Tower Watson**

**Responsibilities:**

* Providing support for SharePoint Online and Office 365 Products.
* Providing Support on SharePoint Online Contents and sites, OneDrive Sync issues, MS stream issues.
* Creating Sites from SharePoint Admin center and its various Modern Features available.
* Hands on PowerShell Script.
* Coordinating **quarterly maintenance** to follow strict procedures and guidelines for server patching and/or upgrades. Duties include scheduling, coordinating with all IT groups, communication with the user base and testing while maintaining minimal downtime.

 **Employer 1:** Capgemini India Ltd.                                                         **Duration**: 2017 August – 2021 June

**Title:** Associate Consultant.

**Client: Becton Dickinson and Co.**

**Responsibilities:**

* Hands on experience in administering **SharePoint 2013 / 2010/2019 and SharePoint Online.** Administrated and supported around 10 SharePoint farms and their related services.
* Responsible for redesigning the **SharePoint architecture** into scalable solutions to support the future growth of the organization.
* Experienced on **SharePoint 2010 to SharePoint 2013, SharePoint Online Migration** using database attached Method, PowerShell backup and restore, Third party migration tools like Sharegate.
* Experience with administration of search engines and relevancy tuning. Thorough understanding of search features in FAST Search for SharePoint 2010 / 2013 and Hybrid search for SP2019 and online.
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* Coordinating **quarterly maintenance** to follow strict procedures and guidelines for server patching and/or upgrades. Duties include scheduling, coordinating with all IT groups, communication with the user base and testing while maintaining minimal downtime.
* Provided **On call support for 24 X 7** on a rotational basis.

**Certification**:

DP-200: Implementing an Azure Data Solution

PL-900: Microsoft Power Platform Fundamentals

**Personal Details**:

Date Of Birth             - 30/09/1995

Languages Known     - English, Tamil, Hindi, Marathi

Mailing Address      - B-802 Marigold Meridian, Lake Road, Bhandup West, Mumbai-400078