**Name: Manoritaa Kavati**

**Address:** Belevedere Gardens- 2, Padmarao Nagar, Secunderabad.

**Phone:** 9989235162

**Email:**[manoritaa7@gmail.com](mailto:manoritaa7@gmail.com)

**CARRER OBJECTIVE:**

To Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**TECHNICAL SKILLS:**

* Windows Administrator
* Active Directory
* Workspaces Administrator
* Exchange Active Sync
* Office 365
* Lean and ITIL trained
* Agile Methodologies
* Excellent Diagnostic Skills
* Demonstrated communication, interpersonal and client relationship skills
* Business Analysis
* Microsoft Azure

**Professional Experience (22 June 2018 to Present)**

**GENPACT: - Feb 2018-Present**

**Designation: Process Developer (Business to Business)-Information Technology Management System**

**Working as a Team Lead for a Business-to-Business process client THE COCA COLA COMPANY.**

Key Roles and Responsibilities:

**Azure Administrator/Office 365 Administrator/MS Exchange Server Admin**

* Build of new environments for development and test in Azure.
* Maintained system documentation logs and assisting in troubleshooting and diagnosis of system problems.
* Deployed and monitored virtual machines ( AWS and Citrix VDI)
* Usage of powershell scripts and cmdlets to indentify issues
* Responsible for Incident Management i.e. troubleshooting and leading critical or urgent issues on email and mobility infrastructure and driving them to resolution.
* Joining Bridge calls on P1 and P2 issues with different resolver group teams, to reactivate the service and find the root cause.
* Develop , Implement and Document new process
* Develop and maintain knowledge base articles
* Handled a team of 20 and provided trained on AWS and Citrix
* Hands on experience on MDM consoles (Airwatch and Intunes)

Project Handled:

* Worked for 6 months on DVnext Project which includes migration of Emails from Exchange server to O365 (Dedicated cloud server).
* Air watch Migration – Migrating Emails from Microsoft Exchange to O365 on Android and Apple devices.

**Education:**

Bachelor Degree in CSE – Malla Reddy College of Engineering

Intermediate in MPC – St Francis College

Matriculation: St Ann’s High School

**Personal Information:**

**Date of Birth: 21/6/1996**

**Languages Know: English , Hindi , Telugu**

**Hobbies: Playing badminton and swimming**

**DECLARATION**

**I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.**

**Manoritaa Kavati**