Manoj Kumar Rambarupu

SharePoint Administrator

Having around 6+ years of professional experience in SharePoint Administration and good knowledge on office

365 products and maintenance using Microsoft Technologies, I am looking forward towards a progressive and challenging work in your reputed organization where my knowledge could be shared and enriched.

Mobile No: +91 8143233161 Mail ID : kumar2459manoj@gmail.com

TECHNICAL SKILLS:

* Office 365 Admin \* ISS 8.0/8.5/10.0
* SharePoint 2013 \* SQL 2012 / 2016
* SharePoint online \* Windows Server 2012 /2016
* Power Shell Scripting \* SharePoint Migration (Sharegate)
* OneDrive \* SharePoint 2016
* MS Teams

EDUCATIONAL QUALIFICATION:

Bachelor of Degree in Computer Science at B.V Raju College, Bhimavaram.

PROFESSIONAL EXPERIENCE:

* Having 6+ years of total IT experience in Microsoft Office SharePoint Server and SharePoint Administration (SharePoint online / 2016/ 2013/2010) as gathering requirements, setup , installation , configuration , troubleshooting and maintenance. Also , good experience in SharePoint Online.
* Experience in MS Teams , Ms Forms, One Drive.
* Extensive knowledge and hands –on experience in installation, configuration, customization, administering and managing SharePoint Server 2016, 2013.
* Expertise in Adding/ Changing / Removing users and user group permissions for various sites, updating content & changing navigation.
* Experience in 24\*7 client and server support.
* Worked on performing Backup and Restore of SharePoint through Central Admin as well as Power shell Commands.
* Having an experience on migration using Sharegate Tool.
* Maintaining the Distributed Cache to improve site performance.
* Experience in Cumulative Updates, Security Patches etc.,
* Good knowledge in User profiles , Audience and search Configuration.
* Proficiency in creating, configuring the SharePoint server farms, web Application, Teams sites including Site collections , lists, Document Libraries, Content Types and Custom Lists.
* Experience in Backup / Restore of content databases, log Files backups and Shrinking of log files and handling SQL server related issues.
* Extensively used Active Directory for creating Users and Groups and integrating with SharePoint.
* Work on trouble shooting issues related to Search service application and performance.

WORK EXPERIENCE:

HCL Tech

SharePoint Administrator

 Jan 2023 – July 2023

* Extensive knowledge and hands –on experience in installation, configuration, customization, administering and managing SharePoint Server 2016, 2013.
* Involved in the installation, Configuration and Administration of SharePoint 2016 / 2013 /2010 and SharePoint on-premises.
* Planned and Executed SharePoint Migrations and upgrades using Third party tools and Database upgrade process
* Created web Application and Site collection in SharePoint 2013.
* Backed up and restored deleted data, files and SharePoint sites.
* Trouble shoots websites with errors and access issues.
* Manages permissions on sites and groups.
* Created SharePoint users groups and Active Directory service user accounts.

Systems plus Private L.T.D. Oct 2021- Jan 2023

SharePoint Administrator

* Involved in the installation, Configuration and Administration of SharePoint 2016 / 2013 /2010 and SharePoint online.
* Used Active Directory for creating User, groups and integrated with central Admin.
* Created web Application and Site collection in SharePoint 2013.
* Backed up and restored deleted data, files and SharePoint sites.
* Trouble shoots websites with errors and access issues.
* Manages permissions on sites and groups.
* Set up permissions levels and permissions for individual users and Active Directory groups, libraries and lists.
* Created sites & sub-sites and installed solution packages by using Power Shell in SP 2013.
* Developed several Document libraries, Form libraries, lists, List and Site columns.
* Developed custom web parts, custom content type and custom lists.
* Developed Sites, Team Sites, Views, Alert and lists in SharePoint.

SignerTech IT Solutions Pvt Ltd Oct 2018 – Oct 2021

SharePoint Administrator

* Extensive knowledge and hands –on experience in installation, configuration, customization, administering and managing SharePoint Server 2016, 2013.
* Expertise in Adding/ Changing / Removing users and user group permissions for various sites, updating content & changing navigation.
* Involved in Backup and Restore of the SharePoint Sites and Scheduling Backup for sites.
* Set up permissions levels and permissions for individual users and Active Directory groups, libraries and lists.
* Debugged the log files to fix the errors.
* Created content types, lists and sites.
* Carried out backup / restore on routine basis.
* Created SharePoint users groups and Active Directory service user accounts.

Logic Byte Solutions Aug 2016 – Sep 2018.

* Address user tickets regarding hardware, software, and networking.
* Walk customers through installing applications and computer peripherals
* Conduct remote troubleshooting.
* Test alternative pathways until you resolve an issue.
* Customize desktop applications to meet user needs.
* Record technical issues and solutions in logs.
* Direct unresolved issues to the next level of support personnel.