

SWARUP DAS

Windows Administrator

Kolkata, West Bengal | sarupsarup66@gmail.com | [Portfolio Website](#) | (+91) 87777 96060

SUMMARY

Experienced Windows Administrator with 3 years of hands-on expertise in managing and supporting Windows Server environments. Proficient in VMware ESXi for virtualization, Active Directory for user and access management, and Microsoft 365 for cloud-based collaboration tools. Skilled in troubleshooting, patch management, and system performance optimization. Additionally, familiar with AWS services, providing a strong foundation in cloud infrastructure. A dependable IT professional with a focus on system reliability, security, and operational efficiency.

EXPERIENCE

Nov 2021 - Jan 2025

Wipro (Abbott Laboratories Project)

- Configuration and management of VMware ESXi hosts and vCenter Server, including creation and administration of virtual machines, templates, and snapshots.
- Performed resource management (CPU, memory, storage, and disk allocation) with implementation of vMotion, Replication, DRS, and HA for seamless operations.
- Active Directory administration – user and group management, OU structure, domain controller maintenance, and GPO implementation for security and compliance.
- Managed Microsoft 365 services, including user licensing, Exchange Online, SharePoint, and Teams configuration.
- Monitored and maintained Windows Server health, event logs, DNS, DHCP, and scheduled tasks to ensure uptime and performance.
- Performed user account provisioning, access control, and password resets as part of IT security and onboarding/offboarding processes.
- Resolved incidents, problems, and service requests within SLA using ITSM tool (ServiceNow) and coordinated escalations with L3 teams.
- Executed patch management, OS upgrades, and vulnerability remediation in compliance with change management policies.
- Assisted in hybrid cloud administration with Azure AD, integrating with on-prem AD for identity management.
- Created and maintained technical documentation, SOPs, and knowledge base articles for recurring issues and operational tasks.
- Conducted performance analysis, capacity planning, and system monitoring to proactively identify and resolve potential issues.
- Utilized PowerShell for User and Group Management, Reporting, Event Log Management and FSMO role management tasks, such as querying role holders and performing role transfers when required.
- Troubleshoot Windows Server, VMware, M365 and Active Directory-related issues, including login failures, replication errors, and connectivity problems, ensuring minimal downtime.

PROJECTS

April 2023 - May 2023

Telangana Tourist Report

Telangana Tourist Report is a data visualization project which has been done using Power BI. It's based on the insights driven from the data of 4 years of total domestic and foreign visitors at each district of Telangana and also how govt can improve the revenue growth for the upcoming years. (Link [here](#))

Maven Parental Leave Report

Maven Parental Leave Report is a data visualization project which has been done using Power BI based on the raw data provided by Maven Analytics. It's about overall paternity leave and maternity leave provided by 1600 companies 186 different industries and key insights that could help to improve the overall leave factor. (Link [here](#))

SKILLS

Windows Administration, VMware ESXi, AWS, M365, Azure AD, SCCM, Power BI

EDUCATION

August 2018 - July 2021

Bachelor of Computer Application

Techno India Institute of Technology, Kolkata
CGPA: 8.8

ADDITIONAL INFORMATION

Languages: English, Hindi, Bengali

Certifications:

AWS Certified Cloud Practitioner
Data Analyst Associate with Power BI
Database MSSQL Admin