

MOHSIN SHAIKH

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SUMMARY

Microsoft 365 Administrator with 3+ years of experience in managing and optimizing Microsoft 365 environments. Proficient in Exchange Online, SharePoint Online, Microsoft Teams, and Azure Active Directory (AAD). Expertise in email security (DKIM, DMARC, SPF), compliance policies, Intune, and PowerShell scripting for automation. Skilled in troubleshooting, security management, and enterprise collaboration solutions to enhance business productivity and security.

EDUCATION

- Diploma(Mechanical Engineering) | 2018
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WORK EXPERIENCE

- Virtusa Corporation | Hyderabad, Telengana
Microsoft 365 Administrator
Mar 2022 – Present
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TECHNICAL SKILLS

- Microsoft 365 Administration (Exchange Online, Teams, SharePoint, OneDrive)
 - Exchange Online Protection (EOP) & Advanced Threat Protection (ATP)
 - Microsoft Outlook Configuration
 - Message Trace & Troubleshooting
 - Azure Active Directory (AAD) (User & Group Management, SSO, MFA, Conditional Access, AAD Connect)
 - Email Security & Compliance (DKIM, DMARC, SPF, DLP, Retention Policies, Litigation Hold)
 - PowerShell Scripting (User Management, Mailbox Configuration, Security Policies, Automation)
 - Microsoft Intune & Endpoint Security (MDM, Compliance Policies, Secure Access, Device Management)
 - Office 365 Migration (IMAP, PST, Hybrid)
 - Advanced Troubleshooting of Outlook, Exchange, and Email Flow
 - Enterprise Application
 - Group Policy Management
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JOB PROFILE

- Managed and optimized Exchange Online, including mailboxes, permissions, and retention policies.
- Configured and maintained Microsoft Teams, ensuring security compliance and seamless collaboration.
- Strengthened email security by implementing DKIM, DMARC, and SPF to prevent phishing attacks.
- Message Trace & Troubleshooting
- Exchange Hybrid Configuration & Migration
- Outlook Connectivity & Client Troubleshooting
- Litigation Hold & Compliance Management
- Implemented and managed Privileged Identity Management (PIM) for secure role-based access.
- Administered SharePoint Online and OneDrive, enforcing governance policies and access controls.

- MFA (Multifactor authentication)
 - Resolving various client connectivity issues
 - Provided technical support, troubleshooting, and end-user training for Microsoft 365 applications.
 - Automated administrative tasks using PowerShell scripting, improving efficiency and accuracy.
 - Developed and enforced Azure AD Conditional Access Policies for enhanced security compliance.
 - Led and executed on-premises to Microsoft 365 migration projects, ensuring smooth transitions.
 - Diagnosed and resolved Outlook connectivity and email flow issues, ensuring minimal downtime.
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SOFT SKILLS

- Communication & Collaboration
 - Time Management & Organization
 - Leadership & Initiative
 - Adaptability & Continuous Learning
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Languages

- English
- Hindi
- Marathi