

# Rajanish Dhakal

4918 Valley Ridge Drive, Apt. #3055, Irving, TX 75062  
Phone: 915-346-7731, Email: rajanishdhakal@gmail.com

## Qualifications

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- Over 6 years of professional experience with the ability to adopt new concepts with due responsibilities.
- Extensive Experience in Microsoft Office SharePoint Server 2007,Sharepoint Server 2010, SharePoint 2013,Windows SharePoint Services 3.0, SharePoint Designer 2007,SharePoint Designer2010, SharePoint Designer2013, Web Parts and Workflows
- Experience with creation of Business Forms/InfoPath 2003/2007 forms, catalogs, and both structured and unstructured data search with configuration of filters
- Experience on Branding of SharePoint sites and creating interactive web front using WPF, Silverlight, and Silverlight Toolkit.
- Experience in working with Emails and Calendar, office applications, sites and documents sharing in Office 365.
- Used Windows Power Shell cmdlets to Manage Access Services in SharePoint Server 2010/2013
- In-depth knowledge and expertise in planning, installing, configuring, troubleshooting and supporting SharePoint products and technologies
- Strong working knowledge in leveraging Silverlight in Share Point applications
- Experience in system monitoring, performance analysis, log analysis and performance tuning in SharePoint Server 2007, 2010, and post-production support
- Experience in Windows Server 2008, IIS 7.0, SQL Server 2008 Administration; and general expertise in SharePoint Server Administration
- Adept in learning and implementing new technologies in dynamic IT environment.
- An enthusiastic and goal-oriented team player possessing excellent communication and interpersonal skills.
- Familiar with necessary recruiting and training procedures for the newly appointed personnel.
- Incomparable ability to train, coach and motivate employees to achieve maximum performance.
- Budgeting, Forecasting and Cash Flow Management.
- Highly motivated to succeed and progress career.
- Understand strategy, business functions, decision-making and workflow.
- Excellent organizational and customer service management.
- Excellent team player with astonishing leadership skills.

## Experience

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**Trinity Industries, Inc.**  
**Dallas, TX**

**July/2015-Present**

### **SharePoint Content Admin Intern**

- Assisted with the migration of documents from Google Docs. to SharePoint Team sites.
- Site Collection Administration for 200 team sites for more than 22,000 contributing users.
- Created InfoPath forms for Trinity Industries, Inc.
- Hands-on experience in designing and implementing various SharePoint Web Parts, Web Part Pages, Workflows, Content Types and various custom Document Libraries and Lists.
- Supported production environment on day to day basis and troubleshooting production issues.
- Resolved tickets according to the issues generated by Business users.

- Strong knowledge on Active Directory Domain Services like creating users, groups and permissions.
- Provided day-to-day administration and support operations, maintenance, and upgrades on SharePoint intranet and Internet.
- Created various Custom lists, Libraries and Discussions, Form Libraries, Site and List Templates and alerts.
- PowerShell /STSADM command line experience.

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**United States Army, *Specialist***
**2009-2013**

- Assisted with implementation, deployment and operation of information systems and technology solutions as for company's needs.
- Backup and restored of the Content Databases.
- Configured and Administrated SharePoint Server 2010/2013.
- Enabled site members to invite external users in Office 365.
- Worked on using and managing SharePoint services including deployment and configuration of both servers and sites, creating and managing web applications, site collections, and workflows; enterprise content management, integration with custom applications, and managing content of the enterprise.
- Installation and maintenance of Microsoft Server 2003/2007/2008 and such applications as MS Exchange 2010 and MS SQL 2005/2008.
- Experienced in organizing, prioritizing, confidentiality of documents.
- Received numerous awards for outstanding performance of job duties, both stateside and while deployed in support of several critical military operations four years of military experience.

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**Sherwood Market**
**2006-2008****Baltimore, MD****Store Manager**

- Supervised day-to-day store management operations.
- Manage weekly inventories
- Manages a high-volume cash receipts function.
- Manages activities related to month-end and year end closings.
- Recruited and facilitate training for the employees.
- Proven ability to answer customers' questions and give information regarding the business procedures and policies in an exact and customer-friendly way.
- Responsible for Accounting, cash handling & Daily Bank Deposits.
- Track record of greeting customers in a polite and friendly manner.
- Monitored and documented inventory stock levels for future orders.
- Communicate information and ideas in writing so others will understand.

## Personal Skills

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- Fluent in English, Hindi and Nepalese
- Capable problem solver
- Excellent verbal and written communication skills
- Detail oriented
- Logistics
- Leadership
- Time and Personal Management,
- Team player
- Self-Motivated.

## Awards & Honors

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- Afghanistan Campaign with Campaign Star
- Army Commendation Medal
- Army Achievement Medal
- Army Good Conduct Medal
- National Defense Service Medal
- Global war on Terrorism Service Medal
- Korean Defense Service Medal
- Army Service Ribbon
- Overseas Service Ribbon.

## Education

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Northeastern University, *Boston, MA*

*GPA: 3.49*

Bachelor of Science in Information Technology

July/2015