

ASHISH CHAWLA

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Career Objective

Seeking an organization with a challenging role in the field of IT enabled services where my skills and abilities are put to an optimal use, which leads to knowledge growth, and learning atmosphere to work and provide excellent service to the company.

Summary

- Total Experiences is 6+ Years and SharePoint Administrator experience is 3+ Years and MS Teams Administration.

SharePoint Summary: -

- Extensive knowledge and hands-on experience in installation, configuration, troubleshooting, administering and managing SharePoint 2007, SharePoint 2010 and SharePoint Online.
- Configure and maintain document libraries, enterprise lists and site collections. Perform typical system administrative activities such as site creation, user training, backup, restore and issue resolution.
- Above-basic level of understanding of Windows Server (general administration, Internet Information Services, Windows PowerShell, Active Directory, and its relationship to SharePoint).
- Working on Office 365 products like Yammer, OneDrive, Video, Delve.
- Demonstrates analytical and systematic approach to problem solving
- Communicate with end user and troubleshoot over screen sharing session for Office 365 issues.
- Troubleshooting on all cases escalated by L2 team.
- Work Experience in 24*7 supports (On-call) for Production environment.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group.
- Good interpersonal skills and the ability to deal with people at all levels within the organization and manage potential conflicts.
- Hands on experience in Online Management Shell.
- Experience in managing Site security, site permissions, document Libraries & lists Permissions.

- Basic knowledge on automating business processes with Microsoft Flow.
- Ability to build competency in team to deliver customer requirements.

Key Technical Skill

- SharePoint 2007, 2010, 2016, Online
- MS Teams Administration
- Incident Management - ServiceNow
- Office365 products like Yammer, OneDrive, Video, Delve
- Active Directory
- Operating system: windows 7, Windows 10
- Window server 2008, 2012, 2016.
- PowerShell

Experience Summary

Current Organization:

Organization: HCL Technologies, Noida

Designation: Specialist

Duration: 31 Jan, 2019 to till date

Previous Organization:

Organization: Concentrix

Designation: Senior Executive

Duration: 28 Feb, 2017 to 31 Dec, 2018

Previous Organization:**Organization: Just Dial****Designation: Support Analyst****Duration: 22 Jun, 2015 to 18 Jan, 2017**

Sensitivity: Internal & Restricted

Academic Qualification

Year	Course	Name of the Institute
2014	BCA	Kurukshetra University (K.U.K),
2011	Intermediate	Mukand Lal Public School, Yamunagar
2009	Matriculation	Govind Ram Vidya Mandir, Yamunagar

Personal Profile

Name : Ashish Chawla
Date of Birth : 05-May-1994
Marital Status : Un-Married
Language : English, Hindi

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date:

(Ashish Chawla)

Sensitivity: Internal & Restricted