SharePoint Administrator

Shiva

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OBJECTIVE

To find a stimulating and challenging position which builds on my skills & knowledge, as well as professional experience and then utilize it to work towards the growth of the organization and at the same time should provide me job satisfaction.

PROFESSIONAL SUMMARY

- Having around 4 years of Experience as **SharePoint Administrator (SharePoint Online, SharePoint 2016/2013 & OneDrive).**
- Worked on **Installation, Configuration, Managing** and **Administering** SharePoint, 2016,2013.
- Experience in Creation of **Web Applications**, **Site Collections, Document Libraries** and **Lists**.
- Expertise in **Adding/Changing/Removing users** and user **group permissions** for various sites, updating content & **changing navigation**.
- Experience in **providing license** to users in SharePoint Online.
- Worked on **OneDrive and OneNote** and related issues.
- Good knowledge in Configuration and troubleshooting on various Service Applications like **Search Service**, **User Profile service application**.
- Hands on **MS Teams like creating groups, channels,** and **related issues**.
- Expertise in creating Team Sites including **Site Collection**, **Lists, Document Libraries**
- Good Experience on **Content DB Migration** from SP 2013 to 2016
- Having knowledge on **Sharegate Tool.**
- Worked on Installation, Import and Export of SSL Certificates.
- Experience on deployed solutions like **.WSP solution Deployment**.
- Worked on performing **Backup and Restore** of SharePoint 2016 & SharePoint 2016 using PowerShell.
- Troubleshooting on different types of issues like **list level, library level, custom lists** and **permission issues.**
- Experience on patching activity like applied **cumulative updates** for SharePoint servers.
- Experience in **24*7** client and server support.

Technical Skills Set

- Microsoft Technologies (SharePoint 2016, SP2013& SharePoint Online, OneDrive)
- OS (MS Windows server 2016/2012-R2)
- Database (Microsoft SQL Server2012 R2\2016\2014)

ACADEMIC PROFILE

Graduated from **Acharya Nagarjuna University, B.Sc (M.C.Cs)**

Work Experience

Working as a SharePoint Administrator in **IBM**

Projects

Project1

Company Name	**: IBM**	
Client	**: Swedish Banking Client**	
Role	**: SharePoint Administrator**	
Environment	**: SharePoint online (Office365), SharePoint 2016/2013**	

Responsibilities:

- Created SharePoint web applications and site collections through Central Administration.
- Hands on experience on deployments like **.WSP solution deployment and content deployment.**
- Trouble-shoots tickets through the Service Now & Remedy ticketing system.
- Experience in Migration using **Sharegate**.
- Used Active Directory for creating User, groups and integrated with Central Admin.
- **Back up** and **Restored** deleted data, files and SharePoint sites.
- Applied **patches**, and updated SharePoint software, and windows Operating System.
- Trouble shoots websites with errors and access issues.
- Manages permissions on sites and groups.
- Extensively used Power Shell to performed backup for the farm and restore content database through interface.
- Experience in Content **Deployments, Cumulative Updates, Security Patches etc**.
- Ensure the **ITIL process** is following during the Incident Management, Change management and Problem Management phrases.
- Set up permission levels and permissions for individual users and Active Directory groups, libraries and lists.
- Set up and provided **day-to-day end-user support** through email, desktop and telephone support in a highly collaborative team environment.
- Experience in **24*7** client and server support

Project2

Company Name	**: IBM**	
Client	**: Ever Pharma**	
Role	**: SharePoint Administrator**	
Environment	**: SharePoint server 2016\SharePoint Online**	

Responsibilities:
- Involved in the Installation, Configuration and Administration of SharePoint 2016.
- Experience on **migration** task from 2010 to sharepoint2013 through **Sharegate** Tool.
- Used Active Directory for creating User, groups and integrated with Central Admin.

- Set up permission levels and permissions for individual users and Active Directory groups, libraries, and lists.
- Hands on **Deployment** solution(.WSP)
- Set up and provided day-to-day end-user support through email, desktop, and telephone support in a highly collaborative team environment.
- Extensively used Power Shell to performed backup for the farm and Restore content database through interface.
- Ensure the **ITIL process** is following during the Incident Management, Change management and Problem Management phrases.
- Trouble-shoots tickets through the Service Now & Remedy ticketing system.
- Applied patches, and updated SharePoint software, and windows Operating System.
- Trouble shoots websites with errors and access issues.
- Worked on Installation, Import and Export of SSL Certificates.
- Monitoring the SharePoint Farm.

Place: Hyderabad   Shiva