

Name: Swathi J

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Mobile: +91-89772 70465 SharePoint Administrator

Work Experience:

- ♦ Working as **SharePoint Administrator** in **Sonata Software Ltd**, Bangalore (Sept 2021 to Till date)
- ♦ Worked as **System Engineer** in **Cognizant**, Pune (Nov 2016 to Aug 2021)

Professional Summary:

- ♦ **Total 6.6 years** of SharePoint Administration experience including installation, administration, and maintenance of **SharePoint 2010, SP2013, SP2016 and SP2019**
- ♦ **2+ Years of experience in Office 365**
- ♦ Working Experience L3 Support in SharePoint Administrator.
- ♦ Working Experience in 24*7 support and Production Support.
- ♦ Good Experience in **Power Apps and Power Automate Flows**
- ♦ Good Experience in **Teams and OneDrive Applications**
- ♦ Hands on experience in **Configuration of User Profile Service Application, Search Service Application, Managed Metadata Service Application, Secure Store, Business Data Connectivity Service application (BCS) and OWA service application.**
- ♦ Expertise in creating, configuring, and customizing Web Application, Team Sites including Site Collection, Lists, Document Libraries, Content Types, Custom Lists assigning permission levels to sites, sub-sites, folders, lists & documents.
- ♦ Good Experience in **Installations and Deployment of Services Packs and Cumulative Updates for SharePoint 2013/2010 Servers by using PowerShell**
- ♦ Hands on Experience in Resolving Client and Server Issues in SharePoint.
- ♦ Expertise in Adding/Changing/Removing users and user group permissions for various sites, updating content & changing navigation.
- ♦ Good Experience in **Installations of SSL certificates and renewal the existing certificates.**
- ♦ Extensive knowledge and hands on experience in **installation, configuration, customization, designing, administration of medium and large SharePoint Server 2016, 2013, 2010 farm topologies.**
- ♦ Expertise in creating, configuring, and customizing Web Application, Team Sites including Site Collection, Lists, Document Libraries, Content Types, Custom Lists assigning permission levels to sites, sub-sites, folders, lists & documents.
- ♦ Good Experience in updating the **ADFS certificates and renewal.**
- ♦ **Good Experience in Migration from SharePoint 2013 to SP2016 and SharePoint 2010 to SP2013 environments**
- ♦ **Good experience Migration SharePoint 2013 to office 365 using Share Gate tool.**
- ♦ Provide the ability to track versions of files using the version control features include check-out, check-in view previous versions and restore from previous versions.
- ♦ Involved in **SharePoint 2010/2013/2016 Installation and Configuration**
- ♦ Experience in **Windows Patching of all SharePoint servers.**

- ♦ Hands-on Experience in Resolving User and Server level Issues in SharePoint.
- ♦ Experience in using Error logging tools like ULS Viewer
- ♦ Experience in Troubleshooting Performance issues.
- ♦ Hands-on experience in **SQL Database Installation and Configuration.**
- ♦ Experience in **Backup and Restore Using PowerShell and schedule Backup in SharePoint 2010/2013 farm.**
- ♦ Extensive knowledge on manage SharePoint online user profiles and manage site collection storage limits.
- ♦ Experience in Configuration of **Office Web App** servers (**OWA**) for SharePoint environments
- ♦ Experience in installation and configuration of **Active Directory(AD)**
- ♦ Experience in **DNS server**
- ♦ Good experience **SharePoint online PowerShell scripts**
- ♦ Creation of backup/restore and import/export site documentation for sites, lists, libraries, site collections
- ♦ **Deploying the WSP solution files in farm level and site level**
- ♦ Manages security for sites and sub-sites
- ♦ Experience in Creating site collections, site columns, content types, Versioning, Alternate Access Mapping, and quota templates in SharePoint 2010/2013/2016.
- ♦ Worked on creating O365 Site Collections and allocating space for the SCs, created document libraries, Lists for Team sites and communication sites.
- ♦ **Knowledge on Microsoft Azure Portal services.**
- ♦ Installing various software and systems technical support and troubleshooting.
- ♦ Experience in **SQL server administration** and managing databases in SQL Server 2008& 2008 R2/2012R2/2014.
- ♦ Worked on configuring Share Point **Office 365** sites after migration and changing functionality, look and feel to match with **Office365.**
- ♦ Worked on configuring and maintaining **Office 365 Applications and entire O365 setup and maintained O365 Admin Center.**

Educational Profile

- ♦ **M.Tech** from JNTU

Technical Summary:

♦ Microsoft Technologies: MOSS2007,SharePoint 2010/2013/2016/2019,Office 365,Microsoft Azure.
♦ OS/Platforms: Windows Server 2008 ,2012R2,2014 and Win2016
♦ Database: MS SQL Server 2008/2012/2014/2016.
♦ Programming Languages: Power Shell 2010/2013/2016
♦ Ticketing Tool: Remedy, Service Now, Jira

♦ Other Admin Tools: ULS Viewer, Sharegate, Content matrix, DOCAVE Administrator, Fiddler tool.
♦ Database: MS SQL Server 2008/2012/2014/2016.
♦ Web Servers: IIS 6.0/7.0/8.0/8.5/10.0

Professional Experience:

Project#1

Title : International Financial Systems

Client :IFinancial Systems

Role : SharePoint Administrator

Description:International Financial Systems is an author and supplier of integrated real-time software solutions to banks and other financial institutions worldwide. Our software reflects the diversity of the multi-faceted financial industry and we provide a range of solutions that meet the needs of banks, credit unions, stockbrokers and other financial institutions.

Our expertise lies in core banking, Internet and mobile banking, anti-money laundering and cash management systems. Whilst our systems integrate seamlessly one to the other they may also be used on a stand-alone basis in their own right to complement existing legacy solutions.

Responsibilities

- ♦ Actively Participated in building New servers for production environments for SharePoint 2016 and migration from SharePoint 2013 to SharePoint Server 2016
- ♦ Involved in Planning the SharePoint Server 2019 and 2016 Environment and SharePoint farm (Medium & Large) installations and Configurations
- ♦ Worked on deployments of Service Packs and Cumulative updates on production servers
- ♦ Worked on Configuration of Service Applications and services on SharePoint 2013 and 2016 servers
- ♦ Configured the Search Service, Metadata Service, User profile Service, BCS Service application
- ♦ Involved in Backup and Restore of the SharePoint Sites and Scheduling Back Up for sites.
- ♦ Managing Authentication Providers and Permissions and Managing User Accounts and Roles
- ♦ Actively involved in troubleshooting SharePoint 2010, 2013&2016 Server Level issues and Monitoring & Systems Management
- ♦ Good Experience on office 365 governance plan to automate the different environments.
- ♦ Configured User profile service application and set up My Sites
- ♦ Configured Search and BCS and Excel service Applications
- ♦ Involved in SharePoint 2010 Migration on Test Environments
- ♦ Creating and Configuring Anonymous Access for Intranet and internet sites
- ♦ SharePoint application and troubleshooting support for all project (Internal customers).

- ♦ Setting up Department Sites, Security Groups, Site Templates, Content Types and Mail enabling libraries
- ♦ Involved in Backup and Restore of the SharePoint Sites and Scheduling Back Up for sites
- ♦ Developed several Document Libraries, Form Libraries, Lists, and Site Columns
- ♦ Creating Site Collections, Sub Sites, Survey's, KPI and Dashboards and RSS
- ♦ Used client tool like BMC Remedy7.0 for client and server monitoring
- ♦ Hands-on experience in SQL Database Installation, Configuration, and experience in SQL Server Reports
- ♦ Adding users and Groups for site, training users, monitoring server
- ♦ Creating and Configuring Anonymous Access for Intranet and internet sites

Project#2

Title : Health Care Service Corporation

Client : HCSC Insurance

Role : SharePoint Administrator

Description:Health Care Service Corporation is a member-owned health insurance company in the United States. HCSC was formerly known as Hospital Service Corporation and changed its name to Health Care Service Corporation in 1975.

Responsibilities

- ♦ Worked on Configuration of Service Applications and services on SharePoint 2010/2013 servers
- ♦ Configured the Search , Metadata , User profile , Visio Graphics Service, State Service , Usage and Health Data Collection Service , Web Analysis Service , Excel Services Application and Secure Store Services
- ♦ Configured and migrated user profile, search, Metadata and Business connectivity service applications from SP2010 to SharePoint 2013.
- ♦ Actively involved in troubleshooting **SharePoint 2010, 2013 and 2016 Server** Level issues and Monitoring & Systems Management
- ♦ Involved in Automating SharePoint 2013 and 2010 Servers with Power Shell and Designed Custom templates for process-based team.
- ♦ Good Experience on office 365 governance plan to automate the different environments.
- ♦ Extensive knowledge on manage SharePoint online user profiles and manage site collection storage limits.
- ♦ Good experience on user permission to execute basic tasks to assist the global administrator. User management administrators can reset passwords, check Office 365 service health, and add or remove general user accounts. The user management administrator role cannot delete global administrators, create other administrative roles, or reset passwords for other Office 365 admin role

Project#3

Title : Foresters Financial Solutions

Client : Foresters Financial

Role : SharePoint Administrator

Description:Foresters Financial is a fraternal benefit society headquartered in Toronto, Ontario, Canada that provides life insurance and other financial solutions in Canada, the United Kingdom, and the United States. Since 2018, Jim Boyle has served as the company's President and CEO

- Configured the Search , Metadata , User profile , Visio Graphics Service, State Service , Usage and Health Data Collection Service , Web Analysis Service , Excel Services Application and Secure Store Services
- Involved in Planning the SharePoint Server 2010 and 2013 Environments and SharePoint farm (Medium & Large) installations and Configurations
- Actively Participated in building New servers for production environments for SharePoint 2013, and 2010
- Worked on Configuration of Service Applications and services on SharePoint 2010 servers
- Managing Authentication Providers and Permissions and Managing User Accounts and Roles.
- Developing Reports and Dashboards with SharePoint 2010/2013 Performance Point Services.
- Actively involved in troubleshooting SharePoint 2010 & 2013 Server Level issues and Monitoring & Systems Management
- Involved in Automating SharePoint 2010 & 2013 Servers with Power Shell and Designed Custom templates for process-based team
- Worked on deployments of Service Packs and Cumulative updates on production servers
- Deployed different types of Custom solutions on farm level using PowerShell.
- Developed SQL reports for SharePoint Sites for capacity management planning (Capacity Reports and Usage Reports)
- Worked on Disaster recovery planning and implementation for servers and End users

Project#4

Title : ESFC Investment Group

Client : ESFC Investment Group

Role : SharePoint Administrator

Description:ESFC Investment Group, an investment consulting company headquartered in the Spanish city of Girona, successfully serves large public and private customers in many countries around the world. Our leading experts have more than 20 years of experience in the international financial market. We provide reliable financing for projects using the most realistic schemes and models for various sectors of the economy.

Responsibilities

- Configured and migrated user profile, search, Metadata and Business connectivity service applications from SP2010 to SharePoint 2013.
- Actively involved in troubleshooting SharePoint 2010, 2013 and 2016 Server Level issues and Monitoring & Systems Management
- Worked on Configuration of Service Applications and services on SharePoint 2010/2013 servers
- Configured the Search , Metadata , User profile , Visio Graphics Service, State Service , Usage and Health Data Collection Service , Web Analysis Service , Excel Services Application and Secure Store Services

- ♦ Involved in Automating SharePoint 2013 and 2010 Servers with Power Shell and Designed Custom templates for process-based team.
- ♦ Good Experience on office 365 governance plan to automate the different environments.
- ♦ Extensive knowledge on manage SharePoint online user profiles and manage site collection storage limits.