**Shahina Shaik**

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## **Objective**

* As I have over 2+ Years of experience as an SAP BASIS Administrator, I am seeking a challenging and value-added position in an IT solutions /consulting organization providing development, administration, and production support of SAP products and components.

## **Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| Degree | Qualification | College / University / Institution |
| B.Tech | B.Tech(Electronics and communication engineering) | Engineering(JNTUK) |

# **Technical Skills**

* ERP SAP ECC 6.0,EHP 7/8, Netweaver 7.4/7.5
* Operating Systems Windows Server, Unix
* Database Oracle, Hana

# **Work Experience**

**Organization : DXC Technology pvt ltd**

**Project name : Nestle project**

**Operating system : Windows , Linux**

**Database : Oracle and Hana**

**Environment : ECC EHP7/8, NetWeaver 7.4/7.5 , PI/PO, BW, EP, SCM**

# **SAP Basis & Security Skills**

* Work Process monitoring.
* Background job management
  + Defining background job
  + Checking background job Status
  + Deleting old background jobs
* Scheduling the standard Background jobs.
* Managing lock entries and reporting of update errors.
* Spool Administration.
* Workload Analysis.
* Configuring Operation Modes.
* Profile Parameter Maintenance.
* Configuring RFC Connection using SM59.
* **Setting up system landscape**
  + Configuring Transport Management System
  + Creating the Transport Domain Controller
  + Include the systems into the domain Configuring the transport routes and layers
* **Change Request Management**
* Creating Change Request, Released Task and Change Request.
* Importing the Transport Request Using STMS.
* **Client maintenance and administration**
  + Creation of client and define client settings.
  + Performing local client copy
  + Performing remote client copy
  + Client export and import
  + Logical system creation and assigning Logical system to Client.
* **Worked on SAP Market place.**
* Downloading required installation guides and software.
* Downloading the Support Patches, Add-ons, spam, Kernel, informative note and corrective note.
* Knowledge on Generating developer access keys, Object access keys and License keys.
* **Apply Support Package, Add-ons & Notes**
  + Prepare prerequisites to apply Support Package.
  + Download support packages and notes.
  + Applying Add-ons using saint.
* Upgrading Kernel, Spam and Saint.
* User administration (Creating user id’s based on standard naming convention, resetting passwords, locking and unlocking user ids, Mass user creation.)
* Analysis of Memory Management, Buffer Synchronization.
* Creation of R/3 users with defined Roles.
* Kernal patch upgrade in the entire landscape.
* Creation of roles and assigning to users.
* Able to generate and apply SAP maintenance key.

**Sap portal administration:**

* User administration
* Maintenance of sap portal servers
* Performance administration of portal servers
* RFC/HTTP connection administration
* ABAP System RFC administration tasks/Troubleshooting.
* Stop and Start of SAP applications via SAP MMC.
* Monitoring of sap applications at OS Level via SAP MMC, Services checking, etc

**Windows operating system administration tasks:**

1. OS Reboot
2. Application Restart
3. Pre and Post Sanity check.

**UAM Activities:**

* User Onboarding and Offboarding
* Request management through SNOW
* Incident management
* Account Recertification
* Account Migration on SSF (SAP Success Factors)
* Creating user Profiles on SSF

**Quality Work Activities:**

* Preparing the KPI Scorecards
* Extracting data from SNOW
* Service Review Calls with Client
* Extracting data from Power BI Report
* SWSP (HA and SA)
* Incident Management
* Change Management
* Request Management
* Problem Management
* Hypercare / Sanity checks of the MII server
* Grafana Dashboard
* PowerBI Report Monitoring
* MS SQL (DB) related topic/issues
* Yearly Compliance activity - renewal of Service Accounts
* FRUN concept, compliance & Troubleshooting
* Decommission
* Monthly Reports
* SAP MII Basis - Generic issues / Troubleshooting
* RFC checks script / DI alerts
* Setting Maintenance Mode - MM portal and HDK, FRUN
* Host agent and SSL certificate renewal
* QMS (change and incidents)
* OSS incidents
* RTPA Post Checks

**Data Bases:**

* **Oracle**
  + - Oracle database administration activities.
    - Table space administration: Checking for space problems in table space, adding data file to table space using BRTOOLS.
    - Checking backup logs
    - Taking database backups using BRTOOLS.
    - Taking database backups and restoring using export and import method.
* **Hana**
  + - Backup and recovery of HANA DB.
    - monitoring of HANA DB.
    - HANA studio and HANA cockpit tools
    - HANA DB installations
    - Installing Sap Hana client and studio
* **Java**
  + - Java engine monitoring.
    - Solution manager administration.
    - Applying support packages stack files via SUM TOOL.
    - Netweaver administration.

**Declaration:**

**I hereby declare that the information furnished above is true to the best of my knowledge.**