**Professional Summary**

* **5.5**  years of System Administration experience including installation, administration, and maintenance of SP 2010, SP 2013 and Kofax Technology.
* Experience in creating, configuring and customizing Web Application, Team Sites including Site Collection, Lists, Document Libraries, Content Types and Custom Lists.
* Experience in developing custom Workflows using Share Point Designer 2010.
* Experienced in designing and implementing Managed metadata, User profile, Search services, Web Parts, Workflows, User Permissions, Content Types, Document Libraries and Lists.
* Well experienced in Adding/Changing/Removing users and user group permissions for various sites, updating content & changing navigation.
* Worked on performing backup and restore content database, Power Shell commands for administrative tasks.
* Experienced in working with clients, gathering requirements, and translating those into system improvements.

**Employment Summary**

* Working as SharePoint Administrator for **Compucom Systems**, Pune from May 2018 to till date.
* Worked as a Software Engineer for **Tata Consultancy Services Pvt. Ltd**, Punefrom Feb 2013 to Jan 2018.

**Technical skills**

* Microsoft Technologies: SharePoint Server 2013/2010

Database: SQL Server 2008 R2/2012.

* Office Packages: MS Office 2010/2013.
* Operating Systems:Windows 7, Windows Server 2008 R2/2012.
* Tools & Utilities:SharePoint Designer 2010/2013.
* Other Technologies : IIS5/6/7, Active Directory

**Qualification**

* Bachelor of Engineering (B.E) in Electronics and Telecommunication from **Shivaji**

**University** Kolhapur in the year 2012.

**Certifications**

* 70-667 Microsoft SharePoint 2010, Configuring.

**Project Details**

**Title : Suntrust Bank**

**Tools :** SharePoint Server 2013

**Duration :** May 2018 – Till Date

**Description**

SunTrust Banks, Inc., is an American bank holding company.users uses the SharePoint Environment to maintain their Use Cases implemented and configured in SharePoint site in order to access the documents and information related to various departments.

**Responsibilities:**

* SharePoint site monitoring, assisting user with SharePoint problems. Provide 24\7 on call support for the email environment
* Resolving Event IDs and Utilizing Central Administration site to manage SharePoint server farm and creating SharePoint web applications.
* Extensively worked with Central Administration portion to perform server reports, manage errors, logging,web applications, site collections and optimizations
* Create and managed SharePoint Lists,libraries and content types.
* Deployment of solution files on sharepoint servers

**Title : Husky Oil Operations**

**Tools :** SharePoint Server 2013, SharePoint Designer 2013

**Duration :** August 2015 – Jan 2018

**Description**

Husky Team will gather supply proven practices from across regions. The tool is a knowledge repository that would be accessed by SME on a very regular basis and other end user on a more occasional basis to access global best practice documentation for reference and capture specific site information.

**Responsibilities:**

* This engagement involves support and enhancement activities related to multiple intranet SharePoint 2013 sites.
* Perform typical system administrative activities such as site creation, user training, backup, restore and issue resolution. Manage SharePoint Security, quota Limits.
* Have worked with team for SharePoint Server 2013 Installation, configuration and implementation and maintain SharePoint service applications.
* SharePoint Troubleshooting- logs correlation id troubleshooting and best practice.
* Client interaction and resolving end user issues.

.

**Title : Wyndham Worldwide**

**Tools :** SharePoint Server 2010, SharePoint Designer 2010.

**Duration :** November 2014 – August 2015

**Description**

The Wyndham SharePoint portal used for content management and to explore new facilities provided by company. Multiple sites were accessed by different departments and to keep updated information.

**Responsibilities:**

* Manage SharePoint permissions, Manage usage and activity. Moving and copying SharePoint sites.
* Configure and maintain document libraries, enterprise lists and site collections, content types.
* Utilizing Central Administration site to manage SharePoint server farm and creating SharePoint web applications.
* Managing SharePoint site health and storage limits and Client interaction and resolving end user issues.
* Analyze SharePoint content and storage and managing additional SharePoint components including Alerts, Content types and Lists.
* Involved in client support after deploying the application in client environment.

**Title :CITI BANK**

**Environment :**Kofax Capture

**Duration :**August 2013 – November 2014

**Description**

Kofax Capture tool used to support the continuously growing transactional volumes, it is imperative to have an intuitive & robust solution that shall minimize date entry and reduce the turn-around time of the transactions processed.

**Responsibilities:**

* Deployment of new components and hotfixes on Kofax servers with every release.
* Monitoring the Kofax module queues, and transaction volume in each queues also to monitor the module queue if they are working fine.
* Handling calls for issue and MIM raised and collaborate with Incident management team for the same.
* Collaborate with Kofax product team for open defects and resolution on the same.
* To check for the Kofax system stability and if any issues, resolve it as soon as possible.

**DECLARATION:**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

(**PRAMODINI PATIL**)