



Buse SaiTeja

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SharePoint Administrator

Summary:

- Having 3.2 years of experience as a SharePoint Administrator in installation, configuration and maintenance.
- Experience in **24*7** client and server support.
- Extensive knowledge and hands-on experience in installation, configuration, customization, administrating and managing **SharePoint Online ,SharePoint Server 2016, SharePoint Server 2013,SharePoint2010.**
- Expertise in creating, configuring Web Application, Team Sites including Site Collection, Lists, Document Libraries, Content Types and Custom Lists.
- Experience in Configuring and troubleshooting on various **Service Applications in SharePoint2016/2013,2010.**
- Proficiency in Creating, Configuring the **SharePoint Server farms, Web Applications, Site Collections, Document Libraries, Content Types and Custom Lists.**
- Worked on performing Backup and Restore of **SharePoint 2016, SP 2013 and SharePoint 2010** through **Central Admin** as well as **Power Shell commands.**
- Expertise in Adding, Changing and Removing users and user group permissions for various sites, updating content & changing navigation.
- App deployments in **SharePoint 2013** through **Power Shell and UI.**
- Upgrading the apps with latest packages through **Power Shell.**
- Working on issues fixing about **App** deployment in production environment.
- Hands on experience on Web parts and Windows solutions Packages deployment.
- Experience in Content **Deployments, Cumulative Updates, Security Patches etc.**
- Good knowledge in User Profiles, and Search Configuration.
- Good communication and strong interpersonal skills with quick adaptability to new environment.

Professional Experience:

- Currently working as SharePoint administrator in **Wipro** .

Educational Qualification:

- B.E from Vinayaka Missions Research Foundation .

Technical Skills:

Microsoft Technologies:-

SharePoint Online, SharePoint 2016, SharePoint 2013,Share Point 2010.

Operating System:-

Windows Server 2008 R2/2012R2.

Database:-

Microsoft SQL Server 2008/2012.

Other Technologies:-

IIS , Active Directory.

Experience in Projects:

Project

Client : Blue Rose

Role : SharePoint Administrator.

Environment : SharePoint online, SharePoint 2013/2010.

Responsibilities:

- Working on Microsoft SharePoint 2013, 2016 &Share Point Online.
- Troubleshooting on Client Connectivity issues.
- Working Knowledge on **ONENOTE** issue.
- Troubleshooting issues on **One Drive**.
- Working in SPO Sites Permission issue.
- Trouble shoots websites with errors and access issues.
- Manages permissions on sites, and groups.
- Backed up and restored deleted data, files, and SharePoint sites.
- Ensuring the 24x7availability.

Tools Used: SharePoint Online, One Drive, OneNote, Service Now Ticketing Tool.

Project

Title : PMI

Role : SharePoint Administrator.

Environment : SharePoint 2013, SharePoint 2010.

Responsibilities:

- Monitoring the servers.
- Handling the hosted SharePoint Site Collection issues for end users.
- Handling dedicated SharePoint server issues.
- Configuring **SharePoint 2010** for dedicated servers.
- Trouble shooting issues.
- Backup and restore of **SharePoint sites** using **CMD and Power.**
- Applying Service Packs for the dedicated servers.

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