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| |  | | --- | | Kumar  Share Point Administrator& Office 365 Admin  Having total 4.5 years of professional experience in SharePoint Administration, Office 365 products like (SharePoint,OneDrive, MS Forms, Exchange online, Power platforms) and maintenance using Microsoft Technologies, I am looking forward towards a progressive and challenging work in your reputed organization where my knowledge could be shared and enriched.  Telephone with solid fillEnvelope with solid fill  +91 9994016542Kumarmannepalli890@gmail.com | |

TECHNICAL SKILLS:

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| * Office 365 Admin * SharePoint 2013 * SharePoint online * PowerShell scripting * OneDrive * MS Teams | * IIS 8.0/8.5/10.0 * SQL 2012/ 2016 * Windows Server 2012/2016 * Power Automate * SharePoint Migration (Share gate, Metalloid, Mover) |

EDUCATIONAL QUALIFICATION:

* Degree in BSC(statistics) from Acharya Nagarjuna University in the year 2017

PROFESSIONAL EXPERIENCE:

* Having 4.5 years of total IT experience in Microsoft Office SharePoint Server and SharePoint Administration (**SharePoint Online/2016/2013/2010**) as gathering requirements, setup, installation, configuration, troubleshooting and maintenance. Also, good experience in **SharePoint Online.**
* Experience in **MS Teams, MS Forms, One Drive, Exchange, Power platforms.**
* Extensive knowledge and hands-on experience in installation, configuration, customization, administering and managing SharePoint **Server 2016, SharePoint Server 2013**.
* Also having very good experience in **Active Directory, IIS, SQL, Windows Server,** and other monitoring tools.
* Expertise in Adding/Changing/Removing users and user group permissions for various sites, updating content & changing navigation.
* Experience in **24\*7** client and server support.
* Extensively used Power Shell to performed **backup for the farm and restore content database** through interface.
* Worked on performing **Backup and Restore** of **SharePoint** through **Central Admin** as well as **Power Shell commands.**
* Having an experience on **migration** using **Share gate Tool**.
* Worked on various Custom workflows trouble shootings.
* Maintaining the **Distributed Cache** to improve site performance.
* Trigger mails using **MS Flows** & Update items based upon conditions.
* Experience on **deployments**.
* Experience in **Content Deployments, Cumulative Updates, Security Patches** Etc.
* Good knowledge in **User Profiles, Audience and Search Configuration**.
* Experience in SQL Server 2008/2005 Database Installation and Configuration and administration.
* Experience in installation and configuration of **Active Directory and IIS**.
* Good communication and strong interpersonal skills with quick adaptability to new environments.
* **Manages project risks and escalates incidents to the team as necessary.**
* Experience in Configuring and troubleshooting on various **Service Applications** in **SharePoint2016/2013/2010** like **User Profile, Search Service, Managed Metadata Service Applications**.
* Experience in applying the Security Patches and Cumulative updates for SharePoint.
* Proficiency in Creating, Configuring the **SharePoint server farms**, **Web Applications, Team Sites including Site Collections, Lists, Document Libraries, Content Types and Custom Lists.**
* Extensively used **Active Directory** for creating Users and Groups and integrating with SharePoint.
* Experience in **Backup/Restore** of content databases, l**og file** backups and shrinking of log files and handling SQL server related issues.
* Extensively working on **provider hosted apps.**
* Work on trouble shooting issues related to **search service application** and performance.

WORK EXPERIENCE:

* Currently working as an Office 365 & Share point administrator in **Virtusa Consulting Services Pvt Ltd**, Bangalore.

EXPERIENCE IN PROJECTS:

**Project (Present): Citi Bank**

**Role :** Office 365 & SharePoint Administrator

**Environment :** Office 365, SharePoint online, SharePoint 2013, MS flows, MS forms, SharePoint 2010, Moss2007,

Windows server 2008 R2/2003, Active Directory, IIS, SQL Server 2008 R2, MS office.

**Responsibilities:**

* Worked as **L2 & L3** support engineer in Microsoft SharePoint Admin team.
* Managed all server Farms with a team on 10 Admins.
* Created **MS Flows** in Office 365 environment.
* Involved in the Installation, Configuration and Administration of **SharePoint 2016/ 2013/2010 and SharePoint Online**
* Participated on migration task from moss2013 to sharepoint2016.
* Extensively used Power Shell to perform backup for the farm and restore content database through interface.
* Used Active Directory for creating User & groups and integrated with Central Admin.
* Created Web Application and Site Collection in SharePoint 2010.
* Created Sites & Sub Sites and installed Solution Packages by using Power Shell in SP 2010.
* Developed several Document Libraries, Form Libraries, Lists, List and Site Columns.
* Developed custom web parts, custom content type and custom lists.
* Set up SSO integration, search indexing, scopes, data backups, audience targeting in SharePoint.
* Developed Sites, Team Sites, Views, Alerts and Lists in SharePoint.
* Deployed and customized collaborative and publishing site collections, sites, web parts, document libraries, lists, and views.
* Organized and presented ideas in a convincing and compelling manner.
* Extensively Identified process, technology, and organizational role changes necessary to support business goals and objectives.
* Responded to issues in the search service and work with clients, other service managers, and external service providers to bring successful resolution.
* Tested updates of software layer and configured changes to insure they function appropriately and meet performance requirements.
* Involved in installation and configuration of the Microsoft Office SharePoint Server farms and service applications through power shell.
* Routing the tickets to various people based on their level of ability in share point.
* Provide the technical assistance to lower teams which they are not solved by them.
* Participate in SharePoint Service Strategy Committee Meetings
* Applying hot fixes, updates and Service Packs.
* Working on Solution deployments and trouble shooting in share point.
* Deploying, Retracting, Install, Active the Solutions for web applications and Global Applications through power shell.
* Created MS Flows in Office 365 environment
* Run STSADM.exe commands to deploy solutions and packages.
* Hands on experience on deployments’ like WSP solution deployment and content deployment.
* Configures multiple aspects of SharePoint including, search, excel services etc. and   
  Trouble-shoots tickets through the remedy ticketing system
* Backed 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.
* 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.

**Project 2 :American International Group(AIG)**

**Role :** Office 365 & SharePoint Administrator

**Environment :** Office 365, SharePoint online, SharePoint 2013, MS flows, MS forms, SharePoint 2010, Moss2007,

Windows server 2008 R2/2003, Active Directory, IIS, SQL Server 2008 R2, MS office.

**Responsibilities:**

* Collected requirements from business users. Prepared technical design specifications.
* Discussed various approaches to implement the functionality including all pros and cons. Clearly discussed all issues, risks and mitigation plan involved with the design.
* Installed and Configured SharePoint Server 2010 on Server Farm with load balancing.
* Managing a SharePoint environment, Operational Setting, Accounts and User Roles, Web Applications, Site Collections.
* Configured and deployed Service applications like search and User Profile Services.
* Extended the Web Applications for the Zones by using AAM.
* Deploying/Manage SharePoint Solutions.
* Hands on Experience in SharePoint STSADM & Power Shell Commands.
* Performed Backup/Restore through Power Shell/STSADM Scripts.
* Strong knowledge and maintain and managing the Central Administration, SA’S, Web Application and User Profiles.
* Involved in Planning the SharePoint Server 2013 Environment and configured app management service application.
* Worked on Configuration of Service Applications and services on SharePoint 2010 servers
* Involved in Backup and Restore of the SharePoint Sites and Scheduling Backup for Sites.
* Managing Authentication Providers and Permissions and Managing User accounts and Roles.
* Actively involved in troubleshooting SharePoint 2010& 2013 Server Level issues and Monitoring & systems Management.
* Performing the Configuration of Web parts, Feature Deployment and Maintenance.
* Backing up of the production database regularly.
* Backing up the SharePoint Sites in Central Administration so they can be restored later if required.

**Project 3 :AstraZeneca**

**Role :** Office 365 & SharePoint Administrator

**Environment :** Office 365, SharePoint online, SharePoint 2013, MS flows, MS forms, SharePoint 2010, Moss2007,

Windows server 2008 R2/2003, Active Directory, IIS, SQL Server 2008 R2, MS office.

**Responsibilities:**

* Involved in Migration from SharePoint 2013 to SharePoint Online
* Migrated large Site Collections from On-premise to Online using Share gate
* Created Site pages and manually added web parts for customized Sites
* Experience in creating Global Navigation using Taxonomy and Term store.
* Involved in Backup and Restore of the SharePoint Sites and Scheduling Backup for Sites.
* Managing Authentication Providers and Permissions and Managing User Accounts and Roles
* Experience in creating change requests for monthly updates and installing patches for Test, Qual and Production servers.
* Supported for L2 level in Exchange online, MS Teams, Delve, Yammer and Streams.
* Participate in SharePoint Service Strategy Committee Meetings
* Applying hot fixes, updates and Service Packs.
* Working on Solution deployments and trouble shooting in share point.
* Deploying, Retracting, Install, Active the Solutions for web applications and Global Applications through power Shell.
* Created MS Flows in Office 365 environment.

**(Kumar)**