**RAJEEV THAKUR**

[**rajivthakur1@yahoo.com**](mailto:rajivthakur1@yahoo.com)

**919-302-3345**

**Morrisville, North Carolina**

**SharePoint Architect and Administrator**

**SUMMARY**: A SharePoint Architect/Administrator**/**Project Manager/Information Technology professional with experience in Enterprise Messaging and Collaboration projects that includes Systems administration of SharePoint, Microsoft Exchange/Lotus Notes Messaging Environments. Extensive experience in Managing, Designing, supporting, and documenting SharePoint/Exchange network architecture, which includes planning, testing, implementation, configuring, maintenance and troubleshooting of clustered Server. Strong skills administering and supporting; Active Directory, SharePoint, and Migration projects. Strong skills in collaborating with the business and technical team members, project documentation, meeting timelines/deadlines to achieve enterprise goals.

**Certification**:

* Project Management Professional (PMP) from Project Management Institute (PMI)
* Certified in IBM SmartCloud for Social Business
* Certified in ITIL3 foundation course
* Certified in Lean Six Sigma.

**SKILLS/TOOLS:**

**Operating Systems:** OS Windows 2000/2003/2008R2/2012/2016, Windows XP, Windows Vista, Windows 7, Windows 8, AS400/iSeries,

**Content Management:** SharePoint 2007/2010/2013/2016/2019/Office365/M365 SharePoint Online, Microsoft Teams and other Business services

**Database Servers:**  SQL Server 2005/2008/2012/2014/2016 (AlwaysOn)

**Messaging:** Office 365, M365, Microsoft Exchange 5.5, Microsoft Exchange 2007/2010/2013, Outlook 2007, 2003, 2000 & 98, Lotus Notes / Domino 4.5, 4.6, 5.x, 6.0, R6.5, 7.0.3 and 8.5, Blackberry servers, Sametime servers, iNotes, Domino SMTP and Web servers

**Clustering:** Mirroring, RAID, Lotus Notes Domino Server Clustering, High Availability Storage Groups in Exchange, and DAG

**Networking:** Ethernet, TCP/IP, DHCP, DNS, WINS, DSL, Cable, hubs, cabling, SMTP, POP3, VPN, LAN/WAN

**Helpdesk systems:** ServiceNow Service Management, Remedy, Peregrine, Clarity

**Problem Management:** ServiceNow Service Management, Remedy

**Change Management:** ServiceNow Service Management, Chameleon

**Migration tool:** AvePoint DocAve SharePoint Migration tool, ShareGate

**Office Tool** MS Office 2013: Word, Excel, PowerPoint, MS Project, Visio, MS Project, PC Anywhere, mRemoteNG

**EXPERIENCE:**

**Sr. SharePoint Administrator**

**Enstar Group Limited (Morrisville – NC) July 2016 – Current**

* Experience in arranging, coordinating, leading, and managing meeting with wide audience and multiple teams.
* Managing technical projects, leading teams, and working with 3rd party vendors
* Experience with SharePoint Central Administration and M365 Admin Center
* Administrating multiple Enstar SharePoint 2010/2013/2016 Farms (Dev, SIT, UAT and Prod) and M365 SharePoint online
* Experience with M365 SharePoint Online
* Experience working with Microsoft Forms, Power Automate, Power Apps and Power Virtual Agents
* Exposure working with Power BI
* Experience setting up users and managing subscription.
* Experience with One Drive for Business and Sites.
* Experience working with Microsoft Teams, Channels etc.
* Experience adding different teams’ applications in the Teams Policies in Teams Admin Center.
* Experience managing Teams and Migrations
* Expertise Migrating from SharePoint 2007/2010/2013/2016 to M365 SharePoint Online using ShareGate
* Experience with Microsoft Migration Tool from On-Prem to SharePoint Online and from File servers to SharePoint Online.
* Experience Migrating Teams to Teams from one SharePoint Online Farm to another.
* Experience an exposure migrating data from Google Drive and Dropbox to SharePoint, OneDrive or Teams site
* Experience migrating structure, content, data from file share etc.
* Experience pre-check and fixing source data before migrating to destination.
* Experience mapping Content type, Metadata, Properties and Permissions for migration.
* Experience supporting multiple Insurance Policy, Underwriting and Claims DMS Systems: GENIUS, NDEX, Eclipse, ClaimCenter GuideWire, IRIS, USPI etc.
* Experience supporting iEnstar intranet site, Portal and other sites.
* Experience supporting multiple Enstar DMS systems like Excess Casualty, Specialty, Casualty, Property and Re-Insurance, Topcat claims, USClaims and EUClaims etc.
* Experience Designing, Planning, Installing and Configuring SharePoint 2013/2016 Infrastructure including WFE’s, App Servers, and Distributed Cache servers, Office Web App Servers, Project Servers, and Workflow Manager Servers with high availability.
* Experience deploying SQL Servers for SharePoint databases with AlwaysOn for high availability and disaster recovery.
* Experience creating SharePoint 2013/2016 Farms using AutoSPInstallerInput PowerShell Script/Utility
* Experience Setting up SSRS, SSAS, Power View and Power Pivot in SharePoint 2016.
* Experience creating new site collections and moving site collection to new databases to reduce database size.
* Experience Migrating from SharePoint 2010 to SharePoint 2013/2016 using AvePoint DocAve6.8.1/Sharegate.
* Experience setting up AvePoint DocAve6.8.1 including DocAve Manager and Agents.
* Experience with AvePoint DocAve6.8.1 Migrator, Content Management, Storage Optimization, Archiver, Storage Manager (Realtime and Scheduled RBS), Reports Manager etc.
* Experience configuring and using MacroView DMF 8.4 solution, Outlook integration to access SharePoint Libraries, Folders, DocSets and Documents and manage them from outlook.
* Experience working and supporting with Harmon.IE solution, Outlook integration to access SharePoint Sites, Libraries, Folders, DocSets and Documents and manage them from outlook.
* Exposure to NetDocuments Document Management System which allows document upload, download, Enterprise search, Integration to Office365/M365, ndMail, ndOffice and Chatlinks, Data Loss Prevention and more.
* Experience working with DocRead and Doc Survey solution.
* Experience working with SPDocKit Solution to monitor and manage SharePoint Infrastructure.
* Experience with K2 WorkFlow environment planning and implementation, helped building K2 Workflow environment for Test, SIT, UAT and Prod.
* Researched and configured Content Organizer feature/Drop Off Library/Content Organizer Rules solution as a Document Management System for SharePoint 2016 environment.
* Experience with Record Retention Policies.
* Experience setting up central Content Type Hub and publishing it to other Site Collections, Web Apps, and other Farms.
* Experience setting up Managed Metadata, Document Type, Content Type, DocSets etc.
* Experience with performance monitoring to check CPU, Memory and Disk performance
* Experience checking and investing events and issues on daily basis to keep the servers healthy and error free.
* Experience using ULS log viewer for trouble shooting.
* Experience supporting end users and business users.
* Experience setting up SharePoint Content Deployment.
* Experience applying OS and SharePoint Patching/Hotfixes/Upgrades.
* Experience upgrading Content databases
* Experience with Active Directory, Exchange, DNS, IIS, F5 Load Balancer Appliance, SSL etc.

**Sr. SharePoint Administrator**

**NCDOT/Infojini Consulting/Bright IT Services (Raleigh – NC) March 2016 – July 2016**

* Administrating multiple SharePoint 2013 Farms (Test, QC and Prod).
* Experience Designing and planning SharePoint 2013 Infrastructure including WFE’s, App Servers, and Distributed Cache servers, Office Web App Servers, Project Servers and Workflow Manager Servers with high availability.
* Experience deploying SQL Servers for SharePoint database with AlwaysOn for high availability and disaster recovery.
* Knowledge of SharePoint 2016 and changes
* Experience creating new site collections and moving site collection to new databases to reduce database size.
* Experience Migrating from SharePoint 2010 to SharePoint 2013.
* Experience with Office365
* Exposure to Sharegate Migration tool to migrate SharePoint Sites, Subsites, Content Types, Permissions and permission levels, Features, Workflows (out of the box workflows only), List and Libraries, Documents and versions, forms and views etc. Migration can be done from Test to QA (QC) or Prod or vice versa.
* Experience converting SharePoint content databases from classic mode to claims mode.
* Researched and tried to setup Host-Named site collection in test environment
* Experience in configuring new SharePoint 2013 environment which includes multiple WFE, Distributed Cache Servers, Application servers, BI and Project servers, separate servers for the Search Application, separate User Profile Synchronization application server, Office Web App servers.
* Experience working with DocAve –AvePoint/NetApp SnapManager for SharePoint 8, performing backup and restore, enabling Real-Time and Scheduled RBS for site collections.
* Experience with SCOM 2012 Monitoring and working on Alerts to troubleshoot problems.
* Experience with performance monitoring to check CPU, Memory and Disk performance
* Experience setting up New Relic Monitoring Software to Monitor SharePoint Web Applications and performance
* Experience checking and investing events and issues on daily basis to keep the servers healthy and error free.
* Experience using ULS log viewer for trouble shooting.
* Experience supporting end users and business users.
* Experience setting up SharePoint Content Deployment.
* Experience applying OS and SharePoint Patching.
* Experience upgrading Content databases
* Experience with Active Directory, Exchange, DNS, IIS, F5 Load Balancer Appliance, SSL etc.

**Sr. SharePoint Administrator**

**Veterans Affairs / Tucker-Rose Associates, LLC (RTP - NC) April, 2015 – March, 2016**

* Leading a team of SharePoint Administrators
* Administrating multiple SharePoint 2010/2013 Farms.
* Migrating from SharePoint 2010 to SharePoint 2013
* Within few weeks, architected a new SharePoint 2013 Test environment which includes multiple WFE, Distributed Cache Servers, Application servers, BI and Project servers, separate servers for the Search Application, separate User Profile Synchronization application server, Office Web App servers, and Database servers with AlwaysOn feature.
* Organized meeting to capture requirements with multiple stake holder.
* Researched Software and Hardware requirements for the SharePoint 2013 Test Farm including Windows 2012, SharePoint 2013, Project 2013, Office Web Apps, CPU, RAM, and Disk etc.
* Deployed Office Web App 2013 to preview and edit Microsoft Office Suite documents (MSWord, Excel, PowerPoint and OneNote) in web browser.
* Created and configured Service application: Search, User profiles synchronization, App Management, Secure Store, Excel, Managed Meta Data, Performance Point, Business Database Connectivity, Access Database 2010 Service, Word Automation etc.
* Deployed SQL Server 2012 AlwaysOn feature to achieve High Availability and Disaster Recovery.
* Installed and configured separate SQL 2012 AlwaysOn clusters and availability groups for Content Databases, Search databases and App/BI/Project databases.
* Deployed SharePoint 2013 Farm with SQL Server 2012 AlwaysOn enabled.
* Maintained SQL Server Permissions and mapping.
* Created SQL Maintenance Plan for backup and restore.
* Configured Backup jobs and tested restores for SQL Servers
* Leading and coordinating the project with multiple teams.
* Researched best practice to provide the above SharePoint 2013 Farm proposal.
* Continue to Administrator existing farms and SharePoint infrastructure.
* Continue to support User issues in Production environment.
* Designed Infopath forms and created workflows.
* Coordinating the project and SharePoint Administration operation with Windows group, DNS Group, Access management (IAM), Network group and others involved.

**Systems Application Analyst / Administrator**

**GlaxoSmithKline (RTP - NC) November 2013 – April, 2015**

* Worked with GSK and supported Office 365 Messaging environment.
* Upgraded Cloud Hosted Office365 Exchange 2010 to Office365 Exchange 2013.
* Experience in installing SharePoint 2010/2013 farms, WFE (Web Front End Server), 2008/2012 SQL Server, setting Application Server.
* Configured NLB for load balancing the WFE’s. I have setup and administered multiple Web Application, Site Collection, Sites, List and Libraries etc.
* Setup User Profile Synchronization, mySites and BLOBs for the customers.
* Experience with OneDrive (personal) and OneDrive for Business
* Experienced using multiple technologies like AvePoint DocAve and NetApp SnapManager for SharePoint for backup, restores, and disaster recovery of the SharePoint environments. I
* Experience setting up most of the other Application Services that come with SharePoint like App Management service, Managed Metadata Service, Excel services, Secure Store Service, Business Data Connectivity Service, Search Service, Excel Services, Access Service, Performance Point, User Profile Service
* Integrating Microsoft Project with Exchange Server 2010 to synchronize tasks etc.
* Created workflows and InfoPath forms for multiple customers.
* Development experience with HTML5, and CSS. I have created a few websites using html and CSS.
* Experience with full Software Development Life Cycle (SDLC)
* Coordinated the development and managed offshore teams.
* Trained Site collection users, Power Users and general users to make best use of SharePoint environment as per their needs. I have experience with full life cycle
* Experience with Exchange 2013 EAC (Exchange Admin Center), RBAC (Role Based Access) and EOP (Exchange Online Protection) etc.
* Responsible for changing Multi-Factor authentication for OWA through Ping federate.
* SharePoint Administration and Architecture in parallel.
* Managing Office 365 SharePoint 2013 and Exchange 2013.
* Administer User and Licenses for Microsoft Office 365.
* Coordinate issue with Microsoft and support the internal users for their day-to-issues. Collect and provide particular reports using PowerShell. Also, look through MSO Online Reports and Usage and provide report as needed.

**Technical Support Engineer**

**NetApp Inc. Jan 2013 – Dec 2013**

Knowledge and hands on experience of NetApp Storage and Storage Technologies.

* Technical Support Engineer for NetApp and Supported NetApp clients for the NetApp Storage Product.
* Hardware side, it involved troubleshooting of NetApp Data ONTAP operating system, NetApp Filers hardware issues, Load balancing or Clustering the Filers, RAID issues, Chassis or Disk failure issues, Data ONTAP Upgrade and Firmware upgrade issues etc.
* On Software side, assisted clients in troubleshooting the Backup and Restore issue for SharePoint and Exchange using NetApp SnapManager software’s. I have had trainings on SharePoint 2010 implementation on NetApp Storage, Implementation and configuration of SnapManager for SharePoint 2010 which includes Data Protection using Backup and Recovery Manager, Storage Optimization using Remote BLOB Storage (RBS), Storage Archiver to archive the SharePoint Contents and Connector to access external data (from CIFS Share).
* SharePoint Disaster Recovery planning and implementation.
* Experienced with SnapDrive for Windows, SnapManager for SharePoint 2010, and SnapManager for Exchange and SnapManager for SQL for data backup, recovery and Storage optimization.
* Created multiple Microsoft InfoPath forms and workflows using SharePoint Designer and Microsoft InfoPath software. I have worked on creating Web Parts using Visual Studio. I have hands on experience in using html and CSS (Cascading Style Sheet).

**Enterprise Collaboration Consultant/SharePoint Administrator**

**Yorel Integrated Solution Inc., Raleigh, NC** **July 2012 – July 2013**

SharePoint Projects:

* Worked on designing, installing and configuring SharePoint 2010/2013 Farms.
* Architecture and Administration, this included installing SharePoint Clustered Web Front End servers (using NLB), Installing SQL 2008/2012 servers, Search/indexing Server, Application servers, configuring SharePoint servers, Installing and managing IIS/DNS server
* Provided SharePoint Central Administration, configuring SMTP settings for Outgoing and Incoming Mail Server, creating Web Applications, Site collections and Sites under Site collections.
* Experience in applying updates and patches on regular basis to keep SharePoint servers up to date. I have worked on upgrading sites from SharePoint 2007/2010 to SharePoint 2013.
* Experience with SkyDrive
* Experience using SharePoint Management Shell/PowerShell to add, install, uninstall, and remove the SharePoint Solutions. I have also worked on Remote BLOB configuration, SharePoint Search, Configured Office Web App on SharePoint server and User Profile/Active Directory Synchronization etc.
* Experience Integrating SharePoint and SSRS Services.
* Administrator level experience with Microsoft Dynamic CRM and supported it for the internal users for Yorel Integrated Solutions, Inc. Knowledge on SharePoint, SSIS (SQL Server Integration Service) and SSAS (SQL Server Analysis Service).
* Experience on SharePoint 2010 and SharePoint 2013 Server. I have migrated contents from SharePoint 2007 to SharePoint 2010/2013 Server farms.
* Acted as a SME advising the backup, recovery and disaster recovery scenarios and solution as per their needs.
* Administered Office365 SharePoint 2010/2013 environments and created applications.
* Migrated Old data and created new applications using Microsoft InfoPath Forms, SharePoint 2013 Workflow application using SharePoint 2013 Designer client.
* Created Taxonomy structure based on Permanent Departments, Services, Products and other collaboration categories.

**Messaging Technical Specialist - Lotus Notes/Domino & Exchange Administrator**

**Project Manager/Decommissioning Specialist – R&D IT Systems Support**

GlaxoSmithKline (RTP - NC) Apr 2003 – May 2012

**Lead Solution Architect – Secure E-mail /HIPAA Compliance**

IBM Global Services - Oct 2002 – March 2003

**System Administrator – Exchange& Lotus Notes/Domino Server Administrator Migration Specialist**

Quest Diagnostics Inc. Oct 2001 to Sep 2002

**Migration Project – Project Leader**

Palm Inc. USA May 2000 to Sep 2001

**Senior Systems Administrator - Lotus Notes/Domino Server**

IIS Inc, USA Mar 1999 to Apr 2000

**Price Waterhouse/Cooper & Lybrand’s (PWC) Dec 1997 to Feb 1999**

Server Administrator

**Samtech Engineering Pvt. Ltd. Oct 1995 to Oct 1997**

Sr. Network Engineer/NT admin – Account Manager

**EDUCATION:** B. E. (Bachelor’s Degree in Electronics Engineering), INDIA