

SAI GUTTA

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Diligent senior architect with over a decade of experience in managing both cloud and on-premises IT infrastructure realm. Eager to channel my wealth of knowledge and expertise to manage SaaS and IaaS solutions such as Microsoft 365, Azure, SmartSheet, DocuSign, and more. Passionate about empowering and mentoring teams to consistently deliver the highest standard of service excellence.

EXPERIENCE

OCT 2020 – PRESENT

SENIOR ENGINEER, OFFICE 365, 2SEVENTY BIO (SPIN OFF FROM BLUEBIRD BIO)

- Collaborated with Microsoft Business Partners and internal stakeholders to make strategic and budgetary decisions on procuring Microsoft 365 products and renewing annual contracts with Microsoft based on usage and future projects.
- Providing guidance and training to helpdesk/service team on new technology updates, having regular discussions on common/noteworthy issues and going through application's health status and known/published issues.
- Led regular discussions with IT leadership team on Microsoft 365/Azure/other SaaS roadmaps, resource planning and allocation to ensure that projects and services receive appropriate support.
- Contributed to the development of cross-functional technical strategy of departments as a subject matter expert in Microsoft 365 and Azure services.
- Along with providing strategic guidance, I also work on the Microsoft platform hands-on, for instance, I manage all the workloads as an administrator and developer in Microsoft 365 tenant, a few examples below:
 - **SharePoint**
 - Manage company wide intranet using in-built features in SharePoint and third-party tools like LiveTiles.
 - Setup policies for secure external data sharing with vendors and business partners and configure org-wide access control for secure access to data for internal users.
 - **Teams**
 - Setup and maintenance of Teams meeting, live event, messaging, and voice policies.
 - Setup direct routing for Teams voice along with dynamic emergency call routing.
 - Led project to implement governance on Modern Workplace apps e.g., automatic teams renewal through group expiration policy, retention policies on teams chats and posts for better information management within Teams.
 - **Exchange Online**
 - Configuration and maintenance of mailflow settings to avoid unexpected mail loss and ensure security from end to end through SPF, DMARC, and DKIM.
 - Maintaining security and compliance through various threat and DLP policies using EOP and MS Defender plans.
 - **Utilizing open-source libraries like PnP PowerShell to**
 - Generate report on permissions used within SharePoint sites, including unique item/document level permissions, utilized to secure sites deemed as confidential and important.
 - Automate SharePoint storage space management by authoring and executing scripts that perform regular clean up of large sites by trimming file versions to ensure efficient and cost-effective space management.
 - **Created PowerShell Scripts using MS Graph SDK, Azure AD, and Exchange Online modules to**
 - Extract exchange resource usage (conference rooms and equipment) to provide usage-insights to the Facilities team that were used to consolidate building floor usage and reduce operation costs.
 - Automate clean-up of stale users in Azure AD on quarterly basis that helped with saving on licensing costs by 40%.
 - **Develop applications in Power Apps and improve business processes using Power Automate, a few examples below:**
 - Everyday security tours by facilities, where an RFID is scanned using Power Apps, and data is captured on to SP.
 - Using Power Automate to send an email with embedded Adaptive Card Payload for Survey so that end users can

answer directly from their Outlook.

- Other workloads that I support are PowerBI, Project (web and legacy version), Viva Connections, Viva Insights, Loop, Power Platform, Whiteboard, Visio, etc.
- Develop custom solutions and deploy them in SharePoint using SharePoint Framework (SPFx)
 - Organizational and public holiday for user's display, accessible on SharePoint and Teams using Adaptive Card Extension.
 - Travel Notice Reporting for end users using Adaptive Card Extension
 - An app on Teams Viva for end users to fill out while they are travelling so that our infosec team is notified and will automatically resolve any notifications that pop up in SOC about users logging in from unusual work locations.
 - Alert notifications on all communication SharePoint pages using Application Customizer Extensions
 - Display notifications of various types to the whole organization on all SharePoint sites (can be restricted to certain site types) for example, regular covid related organization notifications for end users can be announced on SharePoint pages.
- Box
 - Administer Box setup, support everyday requests from end users, manage regular updates to the application, and perform periodic reviews to make sure it is GxP compliant as per life sciences industry standards.
 - Design and implement governance rules like retention policies, and security policies for threat detection and DLP.
 - Streamline everyday work for end users by helping them with automation workflows for their process and setting up folder templates for easy startup of repeated processes.
- Microsoft Azure
 - Manage resources and settings on Entra to support functioning of Microsoft 365 and enterprise custom applications. Design and configure Entra Connect and Cloud Sync for synchronization of identities from AD to cloud.
 - Support application developers to setup, manage, and maintain Infrastructure on Azure.
- Other tools that I support everyday include:
 - Rubrik
 - DocuSign
 - SmartSheet

MAY 2013 – OCT 2020

PROGRAMMER ANALYST II, MMS HOLDINGS INC.

- Designed, set up, and upheld the IT infrastructure (on-premises data center and cloud) within the organization.
- Created and maintained Microsoft 365 and Azure tenants, led, trained, and offered assistance to team members responsible for end-user support.
- Developed migration strategies for transferring data, resources (including users and mailboxes), and infrastructure to the cloud.
- Designed, developed, and maintained custom application and infrastructure-based workflows for cross-collaboration between applications, on-premises and cloud infrastructure.
- Led process and meetings to analyze KPI by developing business intelligent dashboards on performance and issues related to various systems, applications, and infrastructure in cloud and on-premises and present them to IT leadership.
- Acted as SME for various core IT infrastructure applications, and tools. Trained and led support team members to provide tier 1 and 2 level support and maintenance on these tools and applications.

EDUCATION

MAY 2013

M.S. COMPUTER SCIENCE

EASTERN MICHIGAN UNIVERSITY, MI, U.S.A.

GPA: 3.85

MAY 2011

B. TECH INFORMATION TECHNOLOGY

ANNA UNIVERSITY, TN, INDIA.

GRADE: FIRST CLASS WITH DISTINCTION

CERTIFICATION

- Microsoft 365 Certified: Administrator Expert
- Microsoft Certified: Azure Administrator Associate
- Microsoft 365 Certified: Teams Administrator Associate
- Microsoft Certified: Information Protection Administrator Associate

