

PATEL RUCHITA

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**Objective:** Looking forward for the diversified opportunity where I can utilize, enhance and take advantage of my education and technical skills.

**TECHNICAL PROFICIENCY:**

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| --- | --- |
| **Microsoft** **Technologies** | SP 2016, SP 2013, SP 2010, MOSS 2007, SPS 2003,WSS 2.0/3.0,MS SharePoint Designer 2007 |
| **Development Tools** | SharePoint Designer, InfoPath 2007. |
| **Database** | MS SQL Server 2000/2005/2008/2012/2016 |
| **Web Servers** | IIS 4.0/5.0/6.0/7.0 |
| **OS/Platforms** | Windows 2012/2008/Vista/2003/XP/2000/NT. |
| **Applications** | Microsoft Office System 2007/2003, MS Project, MS Visio, Home Site.  |
| **Mail/Fax Systems** | Exchange, Microsoft Outlook, SMTP |
| **Networking** | TCP/IP, DHCP, FTP, ICMP, DNS, ARP, RARP, SMTP. |
| **Routing Protocol** | RIP, EIGRP, OSPF |
| **Web Technologies** | HTML, XML, CSS |
| **Backup Tool** | Avepoint, Docave |
| **Programming** | C, C++ |
| **Cloud Technology** | AWS, Google Cloud |
| **CI/CD Automation** | Jenkins,JenkinsX,CircleCI |
| **DevOPS** | Kubernetes, Docker, Minikube |

**CERTIFICATION:**

# MCTS 70-667: Microsoft Office SharePoint Server 2010 – Configuration.

# CCNA CSCO12848233: Cisco Certified Network Associate.

**WORK EXPERIENCE:**

**Vertex Technologies Private LTD, Nadiad India June 2016 – June 2017**

**Network Administrator**

At Vertex Technologies Private Ltd, we are offering IT strategic consulting for career development, IT solutions and provide IT training to update the skill sets and path ways for better future. The Career Development Centre follows a developmental pattern of student by providing vision and mission of student by conducting sessions of need, current scenario and upcoming also providing Internet services to the school, collages, hospitals etc. Our other vertical is to provide product, solution and services in renewable energy. Our company has worked all over the country and has executed solar projects in Assam, U.P, Rajasthan, Maharashtra and Gujarat.

**Responsibilities:**

* Fully support,configure, maintain, and upgrade corporate customer’s networks and in house servers
* Install and integrate new server hardware and applications
* Support and administer third-party applications
* Ensure network security and connectivity
* Set up user accounts, permissions, and passwords
* Resolve problems reported by the end-user
* Define network policies and procedures
* Specify system requirements and design solutions
* Worked extensively with Smartguard software to monitored bandwidth used in each segment.

**BCBS, NJ May 2013 – May 2015**

**SP 2010 Administrator**

**Project: Electronic Content Management**

BCBS provides customers with a wide variety of medical, dental, prescription drug (Rx), and health and wellness insurance products and services, compensation and personal injury protection (PIP) administrative services and access to life insurance products. BCBS adopted a complete document management for internal application hosting on SharePoint platform.

**Responsibilities:**

* Installed and configured **MOSS2007** on single server and multi-server farms.
* Worked on **Office2007** integration with **MOSS2007** by integration multiple document fragments into one word document.
* Created **Site** and **Sub Sites**, provide facility to end user for all departments.
* Extensively used **CA** client to perform server operations and application management tasks.
* Created users profile on Mysite.
* Worked on customizing Office Document Information Panel using **InfoPath** Form.
* Deployed and customized collaborative and publishing features of **Site** **Collections**, **Sites**, **Web** **Parts**, **Document** **Libraries**, **Lists**, and **Views**.
* Coordinated with **Active Directory** administration team for creating **SP** users, granting and revoking permissions.
* Created out of box Workflow for Loan Application status using **SP** **Designer** **2007**.
* Enabled users to create their own top level website by configuring the self-service site management.
* Configured Incoming and Outgoing Connections for an **IIS** **6.0** SMTP Server in Microsoft Windows Server 2003.
* Performed single and catastrophic **Backup** and R**estore**.
* Provided end-user support and documentation for users.
* Managed **SP** site implementation and migration activities.
* Set up content **deployments** for development and test servers.

**Environment: MOSS 2007, SQL Server 2008, SP Designer 2007, WSS 3.0, MS Office 2007 , Info Path 2007, Excel 2007, Windows 2008 Server, AD, IIS 6.0.**

**World Bank, DC Aug 2011 – April 2013**

**SP2010 Administrator**

**Project: Infrastructure Management**

World Bank is a non-profitable financial firm has multiple internal clients and hosting application for those clients for different projects and hosting SharePoint for those applications; I am working in windows web team for continual support of those SharePoint hosting applications.

**Responsibilities:**

* Involved in migration of portal from **MOSS 2007** to SP **2010** using database approach.
* Responsible for installation and configuration of **SP 2010** medium farm.
* Created and configured **Web Application** **SP** and **Sites** **Collection** as required by users/projects.
* Deployed **SP solution** packages (**Web part, Features, Event Handlers, List Definition, Timer Jobs** etc.) using Windows Power Shell.
* Configured **Performance Point**, **Excel**, **Secure stored**, **Manage metadata**, **UPS**, **Word Viewing**, **Search** Service application etc.
* Configured service application proxy association group for each web application in the farm according to requirement.
* Worked on **alternate** **access** **mappings**, host headers, **DNS** entries, and multiple forms of authentication
* Performed full and partial import from **AD** server to synchronize user profiles and also implementing and maintaining **user profile properties**, **social tagging** and **rating**.
* Created and configured **Content Sources** and **Scopes** to build and Searches from search sites that were created.
* Developed and maintained SharePoint Documentation as it relates to policies, procedure, and architecture and application integration.
* Scheduled windows scheduler task to take full farm backup every day.
* Performed **backup** and **restore** at **Site Collection**, **Farm**, **Web application level**, using **Windows Power Shell 2.0** scripting tool, **stsadm** and **CA.**
* Troubleshooting user related Issue.
* Good knowledge on creating service application, sites, site collection and web application through Power shell Scripting.
* Test and apply SharePoint **service packs** and **cumulative updates**.
* Worked extensively with **CA** portion to create server reports, manage errors, login, web applications, site collections and optimizations.
* Install Bamboo solution and deployed PM Central customized web parts on required web application.
* Install **Power Pivot** on SharePoint and deploy **Power Pivot service application** on the farm.
* Interacting with user and **troubleshooting** any issue related to SharePoint hosting site.
* Administrating **IIS** web farm.
* Administrating **web sphere** farm.

**Environment: SharePoint 2010, MOSS 2007, WSS 3.0, MS Windows Server 2008, MS SQL Server 2008, SharePoint Designer, IIS 7.0, Web Sphere, AD, MS Office Basic 2010, MS Exchange Server 2010 Standard Edition, Lotus Notes.**

**EDUCATION:** Bachelor’s in Engineering, Charotar Institute of Technology, India.

 Masters in Telecommunication Networks, Polytechnic University, Brooklyn, NY

 MBA in IT Management, GBC Delaware.

**REFRENCE:** Available upon request.