Enterprise Administrator Resume

Job Objective

To use my ability to work well with people and special skills to fill an Enterprise Administrator position with right organization.

Summary of Qualifications:

- Hands-on experience administering SharePoint
- Sound knowledge of the Active Directory and various infrastructure tools
- Proficiency in MS Sharepoint Administration, Systems Administration, software packaging, VM Ware, anti-virus protection
- Ability to Install, upgrade and administer the Microsoft SharePoint platforms and solutions
- Wide knowledge of Microsoft Windows 2000, XP desktops & Windows server2000 / 2003
- Familiarity with TCP/IP, ATM, LAN/WAN networking
- Ability to work on the MS Sharepoint administration and various other system administrations

Work Experience:

Enterprise Administrator, November 2007 – Present
Superior Technical Resources, Inc, Oakland, CA

- Supported the Windows Virtual Machine and the necessary messaging systems.
- Provided technical support to e-mail services of the Blackberry, assisted in providing a Tier-II support to the team.
- Maintained the infrastructure servers and prepared logs with the help of security products such as NetIQ security manager.
- Deployed the necessary antivirus software on the servers and collaborated the necessary infrastructure.
- Provided the necessary technical support to the SMS database and distribution.

Enterprise Administrator, December 2001 – October 2007
Makro Technologies, Oakland, CA

- Developed the LAN/WAN infrastructure for enterprises.
- Prepared documents of the configuration process in a detailed manner.
- Installed various enhancements to the server to improve the working of the system.
- Analyzed the working of the LAN/WAN and resolved any issues.
- Monitored the server and ensured the working is in compliance with the security policies and the standards set by the company.

Education:

Bachelor's Degree in Computer Science, Allan Hancock College, Santa Maria, CA

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