

[Kishore Sreenidhi Hindupur]

Summary

Highly skilled and experienced Office 365 Administrator with a proven track record of success in managing and optimizing Office 365 environments across diverse companies for 6+ years. Expertise in user provisioning, security configuration, email management, data protection, and troubleshooting. Strong analytical and problem-solving skills with a passion for ensuring user productivity and a secure cloud environment.

Skills

- **Technical Skills:** Office 365 (Exchange Online, SharePoint Online, OneDrive for Business, Teams, Azure AD), Active Directory, PowerShell scripting, Security & Compliance policies
- **Soft Skills:** Communication, Collaboration, Problem-solving, Time Management, Customer Service

Experience:

Office 365 Administrator

- **[NTT DATA]**, [Pune, Maharashtra] | [Jun-2022] - Present
- **[Wipro]**, [Noida, Uttar Pradesh] | [Jun 2021] - [May 2022]
- **[PIPL]**, [Noida, Uttar Pradesh] | [OCT-2019] - [Jun 2021]
- **[Symmetrix]**, [Bangalore, KA] | [Aug 2018] - [Mar2019]

Key Achievements (Tailor to each company)

- Successfully migrated [10K+] users and [Data size] of data to Office 365, ensuring minimal disruption and smooth transition.
- Implemented and configured advanced security policies.
- Provided exceptional user support, resolving [100+] tickets related to Office 365 applications and maintaining a high user satisfaction rating.
- Proactively monitored Office 365 health and performance metrics, identifying and resolving potential issues before they impacted users.

- **Education**

- Diploma in Textile Technology (2009-2013)
- BCA in Data Science (2023-2026).

Additional Information

- Highlight any awards, recognitions, or contributions beyond core responsibilities.
- Consider including a link to your professional portfolio or website (<https://www.linkedin.com/in/kishore-sreenidhi-hindupur-075a04172/>)