Shreya Kumari

✉ shreyakumari.2512dec@gmail.com

📞 +91-9241751708

📍 B-13, Chotpur-Bahlolpur, Noida, UP, 201301

SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethics

Time Management

Critical Thinking

Handling Pressure

Professional Summary

- Professional with **2.3+ Years** of IT experience in application development based on **SharePoint Online (**Office365 environment**), Power Platform (Power Apps, Power Automate)**.
- Good hands-on experience of SharePoint OOTB features.
- Subject Matter Expert in various components of SharePoint Application.
- Experienced in provisioning Content Type and Content Type Hub.
- Hands-on experience on Permission of SharePoint.
- Experienced in Web Parts and Application pages to use in SharePoint sites.
- Self-motivated and comprehensive problem-solving abilities.
- Excellent verbal and written communication and presentation skills.
- Having demonstrated capability in achieving target through meticulous planning and execution.
- Pro-actively identify areas of improvements and work to finding solutions that meet the business needs of the customer.
- Capable of working in a fast paced, dynamic, team-oriented environment.
- Good to work well and hard in a team or in individual environment.
- Good in Communicating with client and decision making.
- A quick learner in adapting to technology with ease.
- Good interpersonal & communication skills
- Strongly self-motivated, enthusiastic and always keen to learn new methodologies and techniques.
- Consistently performed under pressure, managed multiple priorities, and met deadlines, all while maintaining a high level of customer satisfaction and able to perform with minimal supervision.
- Good hands-on experience in **Power Apps**, **Power Automate**, **SharePoint Online**.

KEY SKILLS

- Programming & Design Language

  SharePoint Online, PowerApps, Power Automate, PowerFx.

- Tools

  Power Apps, Power Automate, Sharegate, SharePoint Online.

- SharePoint Online (Office 365)

  Power App, Power Automate, OOTB features of SharePoint Online, List and Site Settings, Content Type, List Template, Site Template, Modern pages.

Professional Projects

1. SharePoint/Power Platform support

Project Description: Provided support to end users on SharePoint, Power Apps, and Power Automate through direct communication and via the ManageEngine ticketing tool. Responsibilities included troubleshooting, requirement gathering, solution enhancement, and ensuring smooth platform usage for business users.

Key Contributions:
- Developed custom **Power Apps Canvas applications** and created multiple **Power Automate workflows** to streamline business processes.
- Performed **SharePoint site decommissioning**, ensuring proper data handling, archiving, and permission revocation.
- Implemented ongoing **application and workflow enhancements** based on evolving client requirements to improve usability and efficiency.

Tools and Techniques:

SharePoint Online, OOTB features, Manage Engine

Role: SharePoint/Power Platform Developer

Responsibilities:
- Provided timely resolutions to end-user issues based on tickets raised through the ManageEngine platform.
- Acted as a primary point of communication with clients to ensure clarity on requirements and expectations.
- Participated in requirements analysis to support solution design and implementation.
- Managed permissions for SharePoint sites and Power Platform components according to end-user needs.
- Created and managed SharePoint groups to ensure proper access control.
- Built, configured, and maintained SharePoint sites, including ongoing development and enhancements.
- Customized SharePoint Lists, Libraries, Site Columns, and Content Types based on business requirements.
- Worked with Active Directory to create users and groups and configure appropriate permissions.

2. Leave management system

Project Description:
Developed an organization-wide, web-based Leave Management System to automate the workflow of leave applications and approvals. The system allows all employees to apply for leave online, track their leave balance, and receive automated notifications. Key features include leave application submission, manager approval workflows, email alerts, leave cancellation, and comprehensive monthly and yearly report generation.

The system automatically calculates leave balances based on annual allocations and displays real-time availability to users. Employees can upload supporting documents such as sick notes or medical certificates when required. Managers receive leave approval requests and can approve or reject them through the system. HR and employees receive automated reports summarizing leave activity to ensure transparency and accurate record management.

Tools and Techniques:

Power Apps, Power Automate, Share point Online, Office 365, Azure Active Directory.

Role: SharePoint Developer.

Responsibility:
- Communicated directly with clients to gather requirements, clarify needs, and provide project updates
- Participated in requirements analysis and reviewed design documentation before proceeding with application development.
- Built and maintained SharePoint sites, performed troubleshooting, and implemented ongoing enhancements.
- Created and managed approver groups to support workflow and permission structures.
- Customized SharePoint Lists, Libraries, Site Columns, and Content Types to meet business requirements.
- Analyzed both technical and functional aspects of the application to ensure alignment with organizational needs.

3. Migration from SharePoint 2016 to SharePoint Online

Project Description: Successfully led the migration of 2.7 TB of organizational content from SharePoint 2016 to SharePoint Online for a German client, with zero significant downtime. This initiative improved system scalability, enhanced document management, and enabled seamless collaboration across multiple departments. The project ensured uninterrupted business operations while modernizing the platform for better performance and future growth.

Tools and Techniques: Sharegate, Power Automate, SharePoint Online, Power Apps

Role: SharePoint Developer

Responsibilities:
• I strategized the migration approach, considering factors such as data volume, user access requirements, and system dependencies.

• I collaborated with cross-functional teams to ensure seamless transition and minimal disruption to ongoing business operations.
• I was responsible for executing pre-migration assessments and post-migration validation to ensure data integrity and system functionality.
• I was involved in user training and support during and after the migration process to facilitate smooth adoption of SharePoint Online.

Professional Experience

Working as a SharePoint developer in **Compact India Solution P. LTD.** *From July, 2023 to Till date.*

Education History

B-Tech. in Computer Science Engineering from UCET in 2023.
Diploma – SBTEJ in 2019.
10th - CBSE Board in 2016.

Personal Details

Name: - Shreya Kumari

Father's Name: -Sanjay Kumar

Gender: - Female

Contact: - 9241751708