Merin Joy

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Company: Ernst & Young

SUMMARY

- More than 5 years IT Experience in SharePoint development.
- Good Knowledge on K2 appit For SharePoint, Lotus Notes to SharePoint Migration.
- Worked on Power Automate, Power Apps, Microsoft Forms, Power Bi.
- SharePoint Administration- Creating sites, design and maintain SharePoint sites.
- Demonstrated hands on experience developing custom web parts and integrating enterprise content with SharePoint require; to include context indexing, personalization, restricting access to content.
- Diagnosing end user's problems, the ability to prescribe the right solution and then ultimately determine the right combination of methods using the skills mentioned above to deliver the right features.
- Knowledge on Power BI Desktop.
- Good understanding in PowerApps.
- Possess knowledge of Industry Standard Methodologies.
- Adhere strictly to process guidelines while documenting the project details Test cases.
- Possess knowledge of industry standard methodologies like Software Development Life Cycle (SDLC).
- Develops workflow automation applications by customizing workflow task and process behaviors, using SharePoint OOTB, Microsoft Flow.
- Create workflows to improve process efficiency; guide business teams on best practices.
- Understanding of Microsoft principles including supporting technologies such as SharePoint Technologies, Office System, InfoPath, SharePoint Forms, Excel Services.
- Good understanding of JavaScript, HTML, JQuery and CSS.
- Have knowledge in SharePoint designer and html coding.
- Flexible to work on different technologies and adapt quickly.
- Help team members in learning and understand the technology.
- Technically Efficient Learner.

SKILLS

Operating System	Windows 10, Linux (Ubuntu)
Technologies/Framework	Office365 SharePoint, Microsoft SharePoint 2013, Microsoft SharePoint 2010, Quest Tool, Docave Tool, SharePoint Designer
Databases	SQL

EXPERIENCE HIGHLIGHTS

1. **Ernst & Young Global Limited**
   Designation: Associate Level 3
   August 2019 – Present
   Roles & Responsibilities:
   - Supporting EY Tax clients.
   - Responding to SharePoint technical queries.
   - Creation of SharePoint sites on client requirements
   - Basic Implementation of Power Bi into SharePoint
   - Supporting 30 sites and making changes as per client requests.

2. UST Global International PVT. LTD., INDIA
   Designation: Software Developer
   September 2015 – August 2019

Client Name: T-mobile
Project Name: Service Account Management
Duration: Sep 2017- August 2019
Roles & Responsibilities:
- Software: SharePoint 2013, SharePoint 2016
- Experience in creating, designing and maintaining SharePoint sites,
- Created project sites, surveys, custom web-parts.
- Developed custom solutions for SharePoint using SharePoint API.
- Proactively help improve processes and learnings in the team
- Customizing master pages, themes.
- Customized SharePoint pages using REST API.
- Created workflows in SharePoint designer and Microsoft flow.
- Management of permissions in SharePoint site.

Project Name: Boots Cems Engagement
Duration: July 2016-Sep 2017
Roles & Responsibilities:
- Software: SharePoint 2013, SharePoint 2016
- Diagnosing end user's problems, the ability to prescribe the right solution and then ultimately determine the right combination of methods.
- Demonstrated hands on experience developing custom web parts and integrating enterprise content with SharePoint require; to include context indexing, personalization, restricting access to content.
- Ability to understand and analyze business requirements by working with various stakeholders and create the appropriate information.
- Diagnose, troubleshoot, and configure SharePoint implementations.

Project Name: Lotus Notes-SharePoint Migration & Development
Duration: Jan 2016- June 2016
Roles & Responsibilities:
- Software: SharePoint 2013
- Preparing test cases for testing in entire Offsite Storage site.
- Developed SharePoint lists, applications as per Lotus Notes.
- Customized SharePoint lists as per Lotus Notes.
- Migrated data using Quest Tool.
- Bug fixing in code.
- Analyzed Lotus Notes mailboxes and locked mailbox as per requirement.
- Migrated Filling Cabinets to SharePoint.
- Support in scripting.
- Implemented Lotus Notes Functionality in SharePoint 2013
- Worked on workflows in SharePoint 2013.
- Presenting application to Client.
- Preparing the user guide for the application.

Client Name: Boots
Project Name: Boots Live
Duration: Sep 2015-Dec 2016
Roles & Responsibilities:

- Software: SharePoint 2010
- Prepared UI Design and Test cases for the application.
- PowerShell scripts to create the custom lists.
- Preparing the user guide for the application.
- Developing the application using Infopath 2010, SharePoint 2010.
- Presenting the application to the client.
- Testing of the application.
- Deployment of the application into other environments.

EDUCATION, TRAINING & CERTIFICATIONS

- Pursuing 2nd year(externally) M.Sc. from Annamalai University.
- Bachelor of Computer Application from Annamalai University with an aggregate of 60%.
- Diploma in Engineering from Technical Board of Kerala with 79%.
- HSC with an aggregate of 62%.

PERSONAL DETAILS:

- **Date of Birth:** 24-04-1994
- **Marital status**: Married
- **Languages known**: English, Hindi, Malayalam, Gujarati.