

AYAN TEJANI

Toronto, ON

[Linked In](#) | ayantejani@gmail.com

PROFILE

AZ-104 certified **Microsoft 365 and Systems Administrator** who runs a full M365 tenant end-to-end (Entra ID, Exchange Online, SharePoint, Teams, and Intune) with hands-on identity, access, and device administration. Built and deployed enterprise automation across Power Platform, SharePoint, and Microsoft Graph that eliminated **1,500+ manual hours annually**. Seeking **Microsoft 365 / Cloud / Systems Administration** roles in the Greater Toronto Area.

SKILLS

Cloud & Systems Admin: Azure administration (AZ-104), Microsoft 365 administration, Entra ID, Exchange Online, SharePoint Online, Windows Server, Linux fundamentals, networking

Security & IAM: Microsoft 365 security, Conditional Access, MFA, RBAC, account provisioning & lifecycle, Intune device compliance, incident response, audit logging

Automation & Platform: Power Automate, Power Platform, Microsoft Graph API, PowerShell, Python, REST APIs & webhooks, JSON expressions

Enterprise Platforms: Salesforce, Amadeus Delphi, Opera PMS

EMPLOYMENT HISTORY

❖ **Microsoft 365 & Systems Administrator, Holiday Inn Express** **Jan 2026 – Present** *Markham, ON*

- Administer a full **Microsoft 365 tenant** (Entra ID, Exchange Online, SharePoint, Teams, and Intune), including user provisioning, licensing, and device compliance.
- Manage **identity and access operations**: MFA, Conditional Access, role-based access control (RBAC), and user lifecycle administration.
- Designed and deployed a fully automated **M365 reporting solution** (Power Automate, SharePoint, Outlook) that eliminated **4–5 hours of manual work nightly (1,500+ hours annually)** with **zero failures across 98+ production runs**.
- Developed a **Python reporting service** (hosted on Hugging Face) transforming raw operational data into branded PDF summaries.
- Support enterprise platforms including **Salesforce and Amadeus Delphi**, ensuring secure access, availability, and data integrity.
- Act as **overnight IT support escalation**, resolving **95% of incidents on first contact** across Wi-Fi, PMS, keycard systems, M365 apps, printers, and POS terminals.

❖ **SharePoint and Power Automate Administrator, The Ismaili Canada (Voluntary)** **Sep 2025 – Present** *Toronto, ON*

- Administer **10+ SharePoint Online sites** and **25+ lists/libraries**, managing role-based permissions for **100+ users** across regional and national teams while enforcing M365 governance.
 - Built and maintain **30+ Power Automate flows** integrating SharePoint, Microsoft Forms, and Outlook, cutting manual coordination time by **40–60%** and improving approval/notification SLAs.
 - Designed end-to-end **event and operations workflows** handling **1,000+ records annually**, ensuring data accuracy, auditability, and centralized reporting for leadership.
 - Led **requirements gathering, documentation, and optimization** of Power Platform solutions, reducing recurring support issues by **30%**.
-

PROJECTS

❖ **Night Audit Report Automation System** | *Power Automate · SharePoint · Exchange Online*

Built a 2-flow Power Automate solution that fully automated the nightly download, renaming, SharePoint archival, and distribution of 14 PMS PDF reports, eliminating 4–5 hrs of manual work nightly and processing 98+ reports in production with zero failures.

❖ **NSSEP ERP Digital Platform** | *Static HTML · Vanilla JS · jsPDF · Power Automate (10 flows) · SharePoint Online · Office 365 Outlook · GitHub Pages*

Designed and built a centralized web platform replacing the manual, paper-based Emergency Response Plan workflow across Canadian Jamatkhana. Captures a 13-section, 157-field ERP through a guided form, auto-generates a formatted PDF client-side (jsPDF + pdf-lib), stores submissions in SharePoint, and provides a per-event dashboard. Backed by 10 Power Automate flows. BC pilot live since May 2026 (15 JKs); national rollout to 87 JKs projected to save ~17,500 volunteer-hours/year at \$0 recurring cost.

❖ **Live KPI Wallboard Dashboard** | *Node.js · Microsoft Graph API · Server-Sent Events · SharePoint*

Engineered a real-time hotel occupancy and KPI display using Node.js, Microsoft Graph API webhooks for live SharePoint CSV ingestion, and Server-Sent Events to push updates instantly to a wall-mounted 1920×1080 display.

❖ **Guest Satisfaction Dashboard** | *Node.js · Express · Nginx · PM2 · GitHub Actions · Hostinger VPS*

Developed a Node.js/Express web app surfacing Medallia survey data, deployed on a Hostinger VPS with Nginx reverse proxy, PM2 process management, HTTPS via Let's Encrypt, and an automated GitHub Actions CI/CD pipeline on push to main.

❖ **Corporate Website (SCC Hospitality)** | *React 18 · Vite · TypeScript · Resend*

Designed and shipped a multi-page corporate website from scratch, covering DNS configuration, SSG-based SEO (react-helmet-async, vite-ssg), and transactional email integration via Resend.

❖ **HIEX Sales Dashboard** | *React 18 · TypeScript · Vite · date-fns*

Built a self-contained React 18 + TypeScript SPA consolidating group CRM, task management, booking calendar, prospect pipeline, and 8 email templates into a single offline-capable tool.

EDUCATION

❖ **George Brown College**

Cloud Computing, Post Graduate Diploma (Honours)

May 2025 – Apr 2026

Toronto, ON

❖ **Cambrian College**

IT Business Analysis, Post Graduate Diploma

May 2024 – Feb 2025

Sudbury, ON

❖ **Pune University**

Bachelor of Computer Applications

Nov 2020 – Jul 2023

India

CERTIFICATIONS

❖ **Azure Administrator Associate (AZ-104)**

Microsoft

Nov 2025

❖ **Azure Fundamentals (AZ-900)**

Microsoft

Aug 2025