

## CONTACT

### KIRUTHIKA G

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## OBJECTIVE

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As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills and encourages me to flourish in my career. Completed Salesforce Administrative Training and have very good knowledge in Administration.

## EDUCATION

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*2018- 2022*

- **B Tech**  
Rajalakshmi Engineering college  
85%

*2016-2017*

- **HSC**  
Laurel Higher secondary school  
87%

*2014- 2015*

- **SSLC**  
St. Isabel Girl's Higher secondary School  
97%

## CERTIFICATION

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- Salesforce admin

## SKILLS

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- Knowledge with Salesforce relationships - Lookup, Master-Detail, Junction Objects, Fields, Dependent Fields, Formula Fields, Validation Rules, Page Layouts, Related Lists, Custom Links, Buttons, Tab and List Views
- Extensive insight on declarative programming using workflow rules & approval process and related actions field updates, email alert, creating task and outbound messaging
- Designed Custom Report Types, Tabular, Summary, Matrix Reports and Dashboards for different business units; configured report/dashboard folder visibilities.
- Strong analytical skills, self-driven, keen to learn and adopt new technologies and processes
- analytical skills, self-driven, keen to learn and adopt new technologies and processes.
- Designing custom objects, relationships (Lookup, Mater-Detail), junction objects, fields (Formula and Rollup Summary), custom tabs, validation rules, record types, page layouts and list views as per the business requirements

## LANGUAGES

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- Tamil
- English

## PERSONAL DETAILS

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- FATHER NAME : Ganesan N
- MOTHER NAME : Vijaya arul ananthy
- DOB : 21 / SEP / 1999

## HOBBY

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- Photography
- Cooking

## DECLARATION

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- I hereby declare the above information is true to the best of my knowledge



KIRUTHIKA G