

# Sumeet Kaur

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## Professional Summary

Management Postgraduate with 5 Years total IT experience in which 2 years are completely dedicated to Salesforce Administration and CPQ Development. I would like to work with organizations to assist with Sales Force implementation, training & maintaining customer & vendor information in a workable environment.

## Salesforce Projects

- Firestorm Project based on CPQ implementation for CISCO
- Automated Travel Desk App in Salesforce Lightning for Bank of Baroda, Mumbai.
- Project based on Admin and Adv Admin Hands-On Training by Archana Rajendran
- Project on Travel Approval App , Recruiting App and Event Registration App on Trailhead.

## Certification

- **ADM 201 CERTIFIED (Salesforce Administrator)**

## Educational Details

- **SALESFORCE CERTIFIED ADMINISTRATOR | 2020 | UDEMY**
- **BUSINESS ANALYST: SOFTWARE TESTING PROCESS AND TECHNIQUE | 2020 | UDEMY**
- **PGDBA |2003-2005 | SYMBIOSIS CENTER FOR DISTANCE LEARNING**
- **PGDHRD |2003-2004 | LUCKNOW UNIVERSITY**
  - Major: Human Resource Development
  - Related coursework: "A Project Report on Labor Welfare and Social Securities" in Lucknow Producers Co-operative Milk Union (Parag Dairy) Lucknow from Dec-Feb (2004)
- **MASTER OF SCIENCE | 2001-2003 | ALLAHABAD AGRICULTURAL INSTITUTE, ALLAHABAD**
  - Major: Human Development
  - Related coursework: "Impact of Birth Order on Personality Development of female children of age group of 6-12 years"

## Technical Skills & Abilities

- **Platforms:** Windows 10/Salesforce.com/Sales cloud
- **Web Technologies:** HTML, CSS
- **Framework:** Salesforce Classic/Lightning
- **Tools & IDE:** MS Word, Excel, Rally, PowerPoint, Outlook, Data Loader, Change set
- **Salesforce Admin:** Users, Roles, Security, Profiles, Fields/Relationships, Workflow rules, Process builder & Flows, Page layouts, Validation rules, E-mail templates, Custom buttons, Reporting, Objects, Tabs, Apps.
- **Salesforce CPQ:** Product structure and Fields, Features and Option Bundle, Option Type, Option Constrains, Option Layout, Configuration Attribute, Product Rule, Price Rule, Summary Variable, CLM, Guided Selling, discount Schedule and so on.
- **Others:** Agile project management/Rally

## Experience

### SOFTWARE ENGINEER | SRS BUSINESS SOLUTIONS | NOV 2021

- Currently working with SRS Business Solutions (India) Pvt. Ltd. on CISCO Project as Software Engineer.
- Responsible for uploading Products, Creating Bundles, Features and Options.
- Created Guided Selling, Validation Rules, Workflow Rules as per the requirement.
- Maintaining Pricebook, creating Option Constrains, Product Rules for the various Products.
- Engage with Documentation of the applied Functionality.

### SALESFORCE FREELANCER | JUNE 2018- AUG 2021

- Working as a Salesforce freelancer on online projects
- Created Salesforce Applications for tracking of Daily Milk records with various Objects related to each other using APEX triggers to fetch values from related objects.
- Volunteered with local Non-profit organizations as administrator as well as user
- Created and customized several custom objects, page layouts, custom tabs, and other components

- Regularly reviewed the Salesforce release notes to scope for new features & functionality updates that can be implemented.
- Maintained multiple user roles, security, profiles, workflow rules, etc.
- Worked with field & page layout customization for the standard objects
- Created Various type of E-mail Templates
- Created the Custom Report types

**WEB DESIGNER | HIGROOVE SYSTEMS | APRIL 2015-MAY 2018**

- Working with clients to document web site requirements
- Prepare UX/UI and mock-ups for web sites
- Create content for web sites
- Write HTML code based on the UX/UI design and convert into working prototype for programmers.