Suraj D. Longadge (Salesforce Administrator)
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SALESFORCE CERTIFIED

Administrator

Date:- 1 May 2021

Diligent Salesforce Administrator with 4 years of extensive Salesforce experience and management skills seeking positions in Salesforce platform with your organization to utilize acquired human resources and customer service skills. Excellent reputation for resolving problems and improving customer satisfaction. Motivated to learn, grow and excel in Salesforce Industry.

Profile Summary:-

⫿ Experience in SFDC Configurations and customization.

⫿ Experience in developing and Customizing salesforce.com application based on user needs.

⫿ Have good knowledge of Salesforce point & click automation tools such as Workflow and Process Builder.

⫿ Hands on experience on creating custom Objects and Tabs, designing Custom Fields, assigning Validation Rules and Field-Level Dependencies, Approval Processes.

⫿ Expertise at administrative tasks such as User management, creating Profiles, Roles, Permission Sets, Tasks and Events, Email notification and templates.

⫿ Worked on data migration tools such as Data Loader, Salesforce Import and Export Wizard, and Mass delete. Also deal with Salesforce Inspector.

⫿ Experience on implementing Apex classes, Visual Force Pages, Apex Components and Controllers, Triggers.

⫿ Have good experience in Trigger, Test Methods, and writing SOQL and SOSL queries.

Salesforce Professional:-

⫿ Currently working as a Salesforce Administrator at Nexus Software System, Pune Since 01 June 2017.
⫿ Developed and Customizing salesforce.com application based on user needs.
⫿ Configured Profiles and Administrative permissions to grant/deny users access to platform features.
⫿ Designed and deployed Custom tabs, validation rules, Page layout, Record Types, workflow and Process Builder for automating business logic.
⫿ Created Customized dashboards for the case team members to keep track of the cases assigned to them and to share insight across the company.
⫿ Worked on data migration from databases to SFDC using Data Loader and Salesforce Inspector.

Technical Skills:-

⫿ Salesforce, Salesforce Security Model, Data Management, Data Loader, Salesforce Inspector, Validation Rule, Formula field, Relationship, User Management, Roll up summary field, Customizing in both classic and lightning.

Project :- SCCFSC- South Central Community Family Service Centre

Specification / Description:- Giving the Admin support to client.

Responsibilities:

- Schema Design in Salesforce and Its Relationship.
- Security Implementation and Sharing Rules at Object Level, Field Level, and Record Level for different Users at different levels of Organization.
- User Management - Profiles and Permission Sets; Maintaining security and data access – Role hierarchy.
- Designing Workflow and Automation Process.
- Creating custom objects, Custom Fields, Custom Formula Fields, Field Dependencies, Page Layouts, Validation Rules, Roles, Profiles, Email Services, Page Layouts, Workflow Alerts and Actions.
- Worked on data migration from databases to SFDC using Data Loader and Salesforce Inspector.

Project: FFTH (Food from the Heart)

Specification / Description:- Created Food from the Heart system(FFTH)

Responsibilities:

- Created Custom Object for Employe and Manager and Volunteer so that employee can apply for volunteering sessions.
- Created Rollup –summary field for updation of Total Volunteered hours.
- Use Dependent Picklist for State and city of Volunteered.
- Creating logs while Inspecting Errors.
- Created Classic Email Template for Sending Emails via Workflows.
- Worked on data migration from databases to SFDC using Data Loader and Salesforce Inspector.

Project :- SIIA

Specification:- Converting the PHP Website into Salesforce CRM

Responsibilities:

- Involved in the requirement gathering and creation of High- and Low-level Design document.
- Schema Design in Salesforce and Its Relationship.
- Involved in the setup of the application, standard objects and process.
- Creation and changes into the different objects to create task and event.
- Used Data Loader for data migration.

Certification:-

Salesforce Certified Administrator (30 November 2020)

Trailhead :-

Link To Profile https://trailblazer.me/id/slongadge
Points Earned- 60,075 Points
Badges- 112 Badges
Active Ranger

Educational Credentials:-

B.E. in Power Engineering, 2014
NPTI Nagpur; 73.01%

Diploma in Electrical Engineering, 2011
Government Polytechnic Nagpur; 83.51%

Matriculation (SSC), 2008
Vivekananda Vidyalaya Nerad; 82%

Technical Skills:-

- Strong multi-tasking skills
- Strong interpersonal and communication skills
- Time management
- Team Leadership

Date of Birth:- 23 Jan 1993

Date:- 10 May 2021
Place:-Nagpur (Maharashtra)

Signature
Suraj Longadge