

# Arminder Singh

## Junior Functional Consultant

A Software Professional with 2+ years of experience in Contract Life Cycle Management. Expertise in Apttus CLM on Azure and Salesforce with skilled in functional configurations for the salesforce platform.

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## WORK EXPERIENCE

### Junior Functional Consultant Elevate Services

04/2019 - Present

Chandigarh, India

Elevate is a law company, providing consulting, technology, and services to law departments and law firms.

#### Tasks:

- Configuring Templates by inserting fields, creating smart clauses, segments on CLM tool(X-author for MS Word).
- Carrying out the migration to different business areas using X-Author Migration Wizard for Conga.
- Analyzing the business requirements and translating them into business solution.
- Developing workflows, fields, objects for the business on Salesforce UI. Also managing users, roles and profiles.
- Driving System Configuration and deployment activities.
- Coordinating and tracking the project for seamless releases using Project Management system JIRA.
- Working closely with project stakeholders, SMEs and staff to understand the requirements both (Business and Functional) Further , obtaining sign off before starting the implementation and development process.
- Applying various Validation rules using JSON.
- Assessing the impact on technical designs caused by changes in functional requirements.
- Coordinating with the testing team to ensure minimum defects with prompt solution.

## EDUCATION

### Bachelor's in Engineering Chitkara University

04/2014 - 06/2018

#### Courses

- Electronics and Communication

## SKILLS

Conga(Apttus) CLM Configurations

Contract Lifecycle Management

X-Author for MS Word

Agile and Scrum Methodology

Salesforce Administration

JIRA

Lightning Experience Customization

Functional Configuration

Business Process

Salesforce Lightning Experience

Functional Testing

Process Optimization

Solution Implementation

Project Management

Problem Solving

Organizational Skills

Perceptive Communicator

Teamwork

Leadership

## PROJECTS

CVS Healthcare (04/2019 - Present)

## ACHIEVEMENTS

Salesforce Admin Certification by Udemy

## INTERESTS

Fitness Enthusiast

Space Odyssey

Passion for Automotive Industry