**Salesforce Administrator** naziabanu760@gmail.com

**Nazia Banu**  +919642854500

**PROFESSIONAL SUMMARY:**

Having 0 to 6 months experience in Salesforce Adminstration

* Strong Knowledge of SFDC standard Data structures and familiarity with designing **Custom Objects** and Force.com platform and **Force.com Sites**.
* Experience in understanding business requirement to design the required entities like custom objects, creating the **relationships and junction objects**.
* Experience in creating various **Reports** (**summary reports, matric reports, pie charts, dashboards and graphics**) and **Report Folders**.
* Experience in using **Data Loader** for **insert, update** and **bulk import** or **export** of data from Salesforce.com Objects.
* Experience in implementing **Approval Process**
* Experience in using declarative features like **validation rules, workflows, approval process, dynamic approval process, sharing rules** automation for satisfying complex business process automations.
* Experience in implementing **security and sharing rules** at object, field, and record level for different users at different levels of organization, also created various profiles and configured the permission based on the organizational hierarchy.
* ***Can handle all basic administrative functions including user account maintenance, reports and dashboards, workflows and other routine tasks.***
* Experience in **creating communities** , creating users on communities ,creating self registration on communities and different types of license on communities.

**EDUCATION:**

* Bachelors of Computer Bsc (computers)from Osmania University
* Bachelor of Education (Mathematics and Physical Science) from Osmania University.

**Skills:**

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| **Technical** | Sales force Technologies |  Workflow & Custom Objects, Web Services. |
| Salesforce Tools | Eclipse, Force.com Eclipse IDE Plug-in |
| Operating Systems | Windows 7 |
| Languages |  SQL, Apex, core Java |
| Tools | Eclipse, Force.com IDE, Apex Data Loader, workbench |
| Others | Workflows, Approval processes, Triggers, Validation Rules |

**Certification(s):**

­­­ Willing to get Salesforce Certification Administrator

**WORK EXPERIENCE:**

* Working as mathematics teacher for high school at martinet high school from dec, 2015 till date.
* Worked as mathematics and general science teacher for middle school at Yara International school(RIYADH,KSA) for a year in 2012.
* Working as freelance salesforce Adminstrator

**Client: Novartis**

**Project: SalesforceSIC**

**Role :** Sales force Consultant

**Novartis International AG,** a Swiss [multinational](https://en.wikipedia.org/wiki/Multinational_corporation) [pharmaceutical company](https://en.wikipedia.org/wiki/Pharmaceutical_company) based in [Basel](https://en.wikipedia.org/wiki/Basel), Switzerland, is one of the largest pharmaceutical companies by both market capitalization and sales. Salesforce SIC is support project where ticket get generated and assigned to user. Each ticket has owner to resolve the resolution.