**** 

**Mohammad Saif**

Salesforce Administrator

Phone: 7570824216

Email**:**Mohdsaif7933@gmail.com

**PROFESSIONAL EXPERIENCE**

**Luhaif Digitech Jan 2021 to Jan 2022**

**Salesforce administrator**

Project: Domain: Salesforce

**Key Accountability:**

* **Create and maintain user Salesforce roles, profiles and hierarchies and public groups.**
* **Create and maintain Salesforce reports and dashboards.**
* **Migrate data into salesforce, manage duplicate records and monitor and improve data quality.**
* **Create and maintain fields, views, other salesforce.com objects and functions.**
* **Designed junction objects and implemented various advanced fields like Picklist, Custom Formula Fields, Field Dependencies, Validation Rules, Work Flows and Approval Processes for automated alerts, field updates, and Email Alerts according to application requirements.**
* **Created workflow rules and defined related tasks, time-triggered tasks, email alerts, and field updates to implement business logic, also created approval processes to automate the processes.**

**Apparel Resources**

**Salesforce administrator Arp 2019 to Dec 2020**

Project: Domain: Salesforce

**Key Accountability:**

* **Create and maintain user Salesforce roles, profiles and hierarchies.**
* **Create and maintain Salesforce reports and dashboards.**
* **Migrate data into salesforce, manage duplicate records and monitor and improve data quality.**
* **Create and maintain fields, views, other salesforce.com objects and functions.**
* **Designed junction objects and implemented various advanced fields like Picklist, Custom Formula Fields, Field Dependencies, Validation Rules, Work Flows and Approval Processes for automated alerts, field updates, and Email Alerts according to application requirements.**
* **Created workflow rules and defined related tasks, time-triggered tasks, email alerts, and field updates to implement business logic, also created approval processes to automate the processes.**

**Tech Mahindra**

**Associate Dec 2018 to Feb 2019**

Project: Netgear

Domain: Salesforce

**Key Accountability:**

* **Communicate system changes to the users to understand the difference and use it before implementation. Log user complaints and requests in the Salesforce case management system.**
* **Create and maintain fields, views, reports, dashboards and other salesforce.com objects and functions.**

 **Pronoc Technology**

 **Salesforce Administrator Jan 2018 to Oct 2018**

 Project: Internal Net

 Domain: Salesforce

 **Key Accountability:**

* **Create and administer existing or new Salesforce users.**
* **Reassign Salesforce Accounts, Contacts, and Opportunities in response to personnel changes.**
* **Create and maintain user Salesforce roles, profiles and hierarchies.**
* **Create and maintain Salesforce reports and dashboards.**
* **Migrate data into salesforce, manage duplicate records and monitor and improve data quality.**

**EDUCATION**

* **Bachelor of Computer Application (2015)**

 **Calorx Teachers University ( Grade: A)**

**CERTIFICATION**

* **Certified Salesforce Administrator**
* **Cisco Certified Network Associate**

**TOOLS**

|  |  |  |
| --- | --- | --- |
| * **Salesforce**
 | * **Office**
 | * **Jira**
 |

**PERSONAL DETAIL**

|  |  |
| --- | --- |
| **DOB** | **12th November 1992** |
| **Father’s Name** | **Mohammad Pervez** |
| **Address** | **645A/383A, JankiVihar Colony, Jankipuram, Lucknow 226021.** |