

SUCHITA PATIL

MIS SPECIALIST

CONTACT

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PROFILE

A Self-motivated individual with an overall experience of 4 years' with demonstrated history of working in areas of MIS and Salesforce Administrator with 1.6 years. Creative and innovative thinker with effective MIS management and Salesforce Administration skills along with Goal setting abilities combined with communication, interpersonal and presentation skills.

EDUCATION

2017 - 2019 **Bachelor's Degree in Computer Science**
 SRTMU, Nanded

2019 - 2020 **Trained on Salesforce Admin**
 Radical Technology, Pune

SKILLS

Salesforce Skills

| | |
|-------------------------|------------------------|
| Salesforce | <div><div></div></div> |
| Admin | <div><div></div></div> |
| CRM | <div><div></div></div> |
| Functionality | <div><div></div></div> |
| Custom Objects | <div><div></div></div> |
| Custom label & Settings | <div><div></div></div> |
| Permission Set | <div><div></div></div> |
| Workflows | <div><div></div></div> |
| Data Loader | <div><div></div></div> |
| Dashboard | <div><div></div></div> |
| Reports | <div><div></div></div> |
| Triggers | <div><div></div></div> |

MIS Skills

| | |
|-----------------|------------------------|
| V-look up | <div><div></div></div> |
| H-look up | <div><div></div></div> |
| Macros | <div><div></div></div> |
| Pivot Table | <div><div></div></div> |
| Graph | <div><div></div></div> |
| Data Validation | <div><div></div></div> |
| Math Formulas | <div><div></div></div> |
| Logical | <div><div></div></div> |
| Formulas | <div><div></div></div> |
| Advance Excel | <div><div></div></div> |

EXPERIENCE

2019 - Till Date **Liberty General Insurance**

MIS Specialist, Pune

Project 1: **Customer Data Management**

- To verify the contacts created are slotted in the correct Role bucket or not. In case the contacts are not in the correct role, then update the same via secondary research
- Enrich every newly created Account and Contact, Check for duplicate and merge if duplicate found, Check Account hierarchy, add Accounts and relate to Parent Accounts as appropriate
- Contact and Account creation, Reports & Dashboards, Quotes process
- Enrich leads using relevant public and paid data sources provided by Client along with supporting account hierarchy management task
- Validation of all data for particular products in Salesforce CRM.
- Create Reports and Dashboards in SFDC

Project 2 **Insurance Management System.**

- Involved in gathering and analysis of business requirements and then effectively took part in sprint planning to achieve the requirement.
- Analysed the business process of client and then involved in creating the application and data model required for the requirement.
- Creates custom application, objects, tabs, fields with the custom functionality to efficiently meet the business requirement.
- Defined lookup and master-detail relationships on the objects and created junction objects to establish connectivity among objects.
- Customized page layouts for Opportunity, Contacts, and Accounts depending upon user profiles and created permission sets where necessary.
- Implemented Field Level security for sensitive data holder fields.
- Involved in Working with Standard Salesforce features like Objects, Workflows, Record Types, Page layouts, Workflow Rules, Case Assignment Rules, and Escalation rules, Validation rules, Profiles, Roles, Reports and Dashboards etc.

Project 1 &
Project 2







Job Responsibility :

- Pull report from Sales force on daily basis of daily activity
- Sustaining the process orders, in progress orders, audit reports, team process by weekly orders, new updates regarding order processing criteria
- Organized Bi-weekly presentation to give business review to higher management and client
- Providing training to new members about the process and other activates
- Creating Business document SOP, Process Checklist
- Supporting the Sales team, qualifying Sales leads on Salesforce
- Adding and deactivating users on Salesforce; running the sales report to help forecast
- Keeping Track of Sales targets, point of contact of any sales queries and managed customer data
- Designed & Implemented Custom Forms Application for merchandising division with users.

EXPERIENCE

- Jul 2016 - Jul 2017 **SkyBird Technology**
MIS Executive, Pune
- Mar 2015 - Jan 2016 **Active Associates**
Computer Operator
- Jul 2013 - Jun 2014 **Life Insurance Corporation (LIC)**
Computer Operator

INTERESTS

-  **Travelling**
-  **Photography**
-  **Singing**
-  **Reading**
-  **Sketching**
-  **Cooking**

PERSONAL INFORMATION

Name

Suchita Patil

Birthdate

25 Aug

Gender

Female

Residence

Wakad, Pune

Nationality

Indian

Language Known

English, Marathi, Hindi, Telugu, Kannada.