

Abdul Aziz Talib

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Objective:- Obtain Part time Employment as an Administrative Assistant.

SUMMARY OF SKILLS:

- Provide solutions to users for IT related queries over the phone and e-mail adhering to company policies.
- Redirect issues to the appropriate user.
- Use Microsoft office tools like MS Word, MS Excel to create reports and write documents.
- Requirement gathering | Translation of business requirements into technical specification.
- Run reports through management, maintain Microsoft Power BI Dashboard and Alteryx workflows.
- Own the salesforce Org and provide aid pertaining to all queries.
- Extremely organized and can possess ability to pay close attention to detail.
- Excellent interpersonal and communication skills, and possess a knack for challenges.

WORK EXPERIENCE

Salesforce Administrator/Data Analyst

Jan 2021- Present

Cansel, Vancouver, BC

- Maintained company's org, solving post production issues.
- Managed profiles, permission sets, roles, and Standard Objects like user Accounts, Contacts, Leads, Campaigns.
- Authorized access to data, overall better security facilities.
- Worked on Process Builder and flow builder based on requirements.
- Developed various Custom Objects, Components, Controllers, Custom Reports, Custom Tabs, Labels, Validation rules, Approval Processes and Auto-Response rules for automating business logic and Report folders for different users and profiles based on the requirement.

EDUCATION: -

Master of Science: Electrical and Computer Engineering

Lakehead University.

Ontario, Canada.

Relevant coursework: Software Construction and evolution, Agile Software Development.

Bachelor of Engineering: Electrical and Electronics Engineering

Osmania University.

Telangana, India.