ADITI JAIN

Salesforce Administrator/Consultant

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SKILLS

- **Trailblazer Expeditioner with 50 badges and 53000+ points**
- Reports, Dashboards
- Workflows, OWD
- Sharing Rules, Profiles
- Data Loader
- Workflow & Approvals
- Salesforce Trailhead
- Business Intelligence tools such as Power BI, SQL & Excel

EDUCATION

Post Graduate from D.A.V.V University, Indore (India).

HOBBIES

In my free time I love to do cooking. Outdoor activities like swimming and hiking.

Summary

Certified **salesforce sales cloud consultant** and **salesforce administrator** with in-depth knowledge in salesforce. I am very eager to manage and optimize the salesforce ecosystem to discover game-changing insights and drive growth.

Expertise and Abilities

- I am very active trailhead user **with 50 badges and 53000+ points in Trail Head**.
- Managed salesforce application user profiles, roles, permissions, generating security tokens, validation rules.
- Developed workflow rules and defined related tasks, time triggered tasks, email alerts, field updates to implement business logic.
- Created profiles and implemented object level, field-level and record-level security and managed roles, visibility settings.
- Created email templates.
- Implemented pick lists, dependent pick list, lookup, junction objects, master detail relationships validation rules and formula fields to the custom objects.
- Created users, roles, public groups and implemented role hierarchies, sharing rules and record level permissions to provide shared access among different users.
- Created various reports (summary reports, matrix reports, pie charts and dashboards) and report folder.
- Created various dashboards as per the requirement of the user and business need.
- Adding and deactivating users on salesforce, running the sales report to help forecast.
- Team player and having learning mindset. I always believe in learning new skills.
- Good experiences to identify the issue & troubleshooting skills.

Certifications

Salesforce Administrator (ADM-201).
Salesforce Sales Cloud Consultant (CRT-251).