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# Tejaswinee Ugale

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## Salesforce Administrator

I have a total 4+ years of experience as an online Sales. Now I want to change my path into salesforce Administrator, I would add good value to the company by working sincerely and efficiently to the best of my abilities, all along growing as an individual and career wise and willingness to learn new things.

## SKILLS

- Salesforce Administrator
- Custom Objects
- Page Layout
- Validation rules
- Data Security
- MS-Word
- MS-Excel
- MS-PowerPoint

## EXPERIENCE

### Mind Admission Solution

12/2020 - 09/2021

- Responsible for assigned sales targets monthly.
- Handling team of online counsellors and complete team targets.
- Creating monthly reports.

### MIT School Of Distance Education

12/2018 - 11/2020

- Responsible for assigned sales targets monthly
- Goals set for month on month, maintaining relationships with target customers, customer service, ensuring high rate of sales conversion, sales support and sales. Maintaining Daily Sales Report to get insight of daily Team Activities.
- Training and Development of Executives through various methods like Mock Calls, Call Listening, help in closure of Sales.

### Talentedge Education Ventures Pvt Ltd

12/2016 - 12/2018

- Handling team of online counsellors.
- Calling on different leads for prospect generation.
- Lead generation with different channel like emails,
- website chat, calls and social media adv and post.

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## EDUCATION

| Course | University        | Percentage | Passing year |
|--------|-------------------|------------|--------------|
| SSC    | Maharashtra Board | 88.92%     | 2008         |
| HSC    | Maharashtra Board | 65%        | 2010         |
| BE IT  | Pune University   | 71%        | 2015         |

## PERSONAL PROJECTS

### Education Management System

This project is about maintaining students data with school information, so I have used all components like workflow rule, validation rule, process builder etc.

- Design and development of Schema.
- Created Custom Objects and Fields.
- Created Business Process Automation.
- Created Validation Rules.
- Created Reports and Dashboard also chart.

## ACHIEVEMENTS

- Best counsellor recognition certificate.
- Got the best Team leader award.