

RADHIKA VERMA

SALESFORCE ADMINISTRATOR

Phone: 9730759897

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CAREER OBJECTIVE

As a Computer Science Student seek to work in a Salesforce platform to expand and utilize my skills and knowledge to the best of my ability. Motivated by a personal commitment to serve, embrace challenges and exceed expectations. Ability to adapt quickly to challenges and changing environments.

PROFILE

- Have 6 months of Internship Experience of Salesforce Admin, gathering client project requirement, documentation, designing and developing.
- Worked on Custom objects, Page layouts, workflows, Validation rules.
- Implemented standard objects like Campaigns, Leads, Accounts, Contacts, Opportunities, Dashboards and Reports.
- Added new custom objects, assigned fields, designed page layouts, custom tabs, components, custom reports.
- Created workflow actions for related tasks, time-triggered tasks, email alerts, field update to implement business logic for Accounts, leads, opportunities and custom objects.
- Also implemented pick lists, lookups, master-detail relationships.
- Designed various types of email templates in HTML for an auto response to customers and also worked on assignment rules, auto-response rules.
- Hands on practice in Role Hierarchy & Custom Profiles creation and user management.

TECHNICAL SKILLS

Salesforce.com	Salesforce.com, Page Layout Customization, Relationship, Email Templates, Workflow, Process Builder, Reports and Dashboards, Security Features, Role Hierarchy, User and Profiles.
Operating Systems	Windows 10, Windows 7

EDUCATION

- **BE | CSE** | 69.78% | Dr. Babasaheb Ambedkar College of Engineering and Research, Nagpur, MH
- **XII** | 62% | Priya Vidya Vihar Jr. College, Nagpur, MH
- **X** | 78.60% | Dharampeth English Medium School, Nagpur, MH

PERSONAL DOSSIER

Father Name: Santprasad Verma

Mother Name: Nilam Verma

Date of Birth: 14 Jan 2000

Marital Status: Unmarried

Language Known: English, Hindi

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