Vishisht Sally

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Summary

Motivated IT Student with Expertise in Computer Science, Cybersecurity and SAP ERP Soultions, and N-Able and Kaseya Tool, seeking a Data Analyst Role to apply Analytical Skills for Problem-Solving and actionable insights from data.

Experience

RELATIONSHIP MANAGER | 03/2024 - Current
KNAB Finance Advisor Pvt Ltd - New Delhi, India
- Maintained client correspondence, preferences and sales on CRM systems for sales and marketing purposes.
- Maximised sales opportunities by determining and standardising best practices.
- Created sales and marketing strategies to increase customer base and enhance sales.

ASSISTANT ADMINISTRATOR | 06/2022 - 02/2024
Regal Leather Pvt. Ltd. - Jalandhar, India
- Established and managed filing system for administrative documents including contracts, personnel records, and customer data.
- Managed office supplies inventory, ensuring adequate stock levels and ordering as necessary.
- Create Weekly basis Analytical report using Power BI

SYSTEM ADMINISTRATOR | 04/2023 - 07/2023
Techmeister Solutions Pvt Ltd - Jalandhar, India
- Configured and maintained system hardware, software and network components.
- Raise Troubleshot Tickets on N-Able to counter with Customer Support.
- Troubleshot application errors and provided technical support to end-users.
- Work in Microsoft Office 365 to Allocate user account.

FREELANCER | 05/2022 - 12/2022
Self-Employed - Jalandhar, India
- Create content for various websites, blogs, and social media accounts.
- Designed logos, brochures, flyers, banners, and other promotional materials using Adobe Photoshop and Canva.
- Developed web page interfaces utilizing HTML and CSS coding standards and best practices.

Skills

- SAP ERP Solutions
- Java
- Python
- Canva
- Microsoft Office 365
- Power BI
- Planning Production /Material Management
- N-Able Tool
- Kaseya
- Adobe photoshop
- B2B sales
- Lead qualification
- Customer Service
- Process Improvement

Certifications

- Certificate in Data Science From Udemy Online
- Certificate in Microsoft Teams Rooms Technical Solution From My Expert Zone
- Certificate in CyberSecurity From Coursera IBM
- Certificate in Ethical Hacking From Infowiz Solution Pvt Ltd

Education

DAV Institute of Engineering And Technology - Jalandhar, Punjab | Bachelor
Information Technology, 07/2024

R.D. Khosla DAV Model Sr. Sec. School - Batala, Punjab | 12th
Non-Medical, 03/2020

R.D. Khosla DAV Model Sr. Sec. School - Batala, Punjab | 10th
Science Education, 03/2018