

SHREYA SANJAY SAWASHE

Banawadi Colony, Karad-415124

Contact: +91 9763639854

Email: shreyasawashe@gmail.com

PROFILE

Dedicated and motivated B.Com IT graduate with strong analytical, problem-solving, and communication skills, seeking an entry-level opportunity in the field of Information Technology. Skilled in programming, database management and IT tools with a keen interest in continuous learning and technology application in real-world settings.

EXPERIENCE

IT Trainee

Shree Refrigeration Limited, Karad

June 2025 - August 2025

- Assisted with Windows updates, IT maintenance, and technical troubleshooting.
- Created and managed structured documentation (SOPs) and MIS reports.
- Supported ERP data entry including GRN numbers, Asset Codes, and Purchase Orders.
- Collaborated with HR and Admin departments for onboarding and IT coordination.

EDUCATIONAL QUALIFICATION

Education	Board / University	Year	Percentage / CGPA
SSC	Kolhapur Board	2019	73.20%
HSC	Kolhapur Board	2021	58.33%
BCOM IT (FY)	Shivaji University	2023	6.23
BCOM IT (SY)	Shivaji University	2024	7.88
BCOM IT (TY)	Shivaji University	2025	7.27

SKILLS

- Power Platform: Power BI, Power Apps
- Microsoft Tools: MS Excel, MS Word, MS Access
- Programming Languages: C, C++, Java
- Database Management: MySQL
- Security Tools: Data Loss Prevention (DLP), Policy Creation