

ASHWINI SONAWANE

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CAREER OBJECTIVE

Motivated BBA student with hands-on training experience in the banking sector, strong communication abilities, and proactive problem-solving skills. Seeking an entry-level position in customer service or administrative support where I can contribute to organizational growth and enhance my professional skills.

EDUCATION

Bachelor of Business Administration (BBA) — Expected 2026 **78.91%**

KBCNMU, Jalgaon — RCPIMRD, Shirpur

Higher Secondary Certificate (HSC) — 2024 **81.67%**

Dr. P. R. Ghogare Arts, Commerce & Science Jr. College, Shirpur

Secondary School Certificate (SSC) — 2022 **91.20%**

P. B. M. Municipal High School, Shirpur

SKILLS

Technical Skills: MS Word, MS Excel, MS PowerPoint

Soft Skills:

- Communication
- Teamwork
- Leadership
- Time Management

CERTIFICATIONS

- Internship Completion Certificate — **2025**
- Employment & Entrepreneurship Workshop Certificate — **2025**

PROJECT / ACADEMIC WORK

Training & Development Project

Bank of Baroda | Duration: 1 Month

- Completed training in banking operations, customer service, and documentation practices.

EXTRA-CURRICULAR & VOLUNTEERING

- **Leader of the Group — NSS Camp (2023)**
Led and coordinated activities, ensuring teamwork and successful completion of tasks.
- **Volunteer — NSS Camp (2026)**
Participated in community service and social awareness events.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Date: _____ **Signature:** _____