

# Laxmi Zalake

[laxmizalake0706@gmail.com](mailto:laxmizalake0706@gmail.com) | +919096880848 | Pune, Maharashtra

## Professional Summary

---

I am seeking a challenging and growth-oriented position within a reputed organization where I can effectively utilize my knowledge, skills, and experience to contribute to organizational goals. I possess strong communication skills, a high level of attention to detail, and a proactive approach to learning. My adaptability, strong work ethic, and commitment to excellence enable me to thrive in dynamic environments. I am dedicated to continuous improvement and delivering consistent value through my professional contributions.

- IT Support
- Troubleshooting
- Communication Skills
- Adaptability
- Team Collaboration
- Time Management
- Continuous Learning
- Microsoft Excel
- MSOffice

## Education

---

### Vishwakarma University Pune

Master of Computer Application  
Pune | 2023-2025

### DHB Soni College Solapur

Bachelors Of Science (Computer Science)  
Solapur | 2020-2023

### CB Khedgi College Akkalkot

HSC | Akkalkot | 2020

### Mangrule High School Akkalkot

SSC | Akkalkot | 2018

## Languages

---

- English (Proficiency)
- Hindi (Proficient)
- Marathi (Native)
- Kannada (Native)