

Pranav Khismatrao

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Education

Master of Science, Software Engineering Systems

Northeastern University, Boston, MA

Relevant Courses: Object Oriented Design

Expected Oct 2024

GPA:4.0

Bachelor of Engineering, Information Technology

Mumbai University, India

Relevant Courses: Data Structures Algorithms, Database Management, Cloud Computing

Oct 2020

Profile

To obtain the position of Instructional Assistant and provide daily classroom support, assist with field trips and sports activities, and provide lunchtime support for students during the summer program.

Skills

- Excellent communication and interpersonal skills
- Ability to work effectively with students, teachers, and parents
- Strong organizational and time management skills
- Ability to multitask and prioritize tasks
- Proficiency in Microsoft Office Suite and other educational software

Professional Experience

Mumbai University, India

Instructional Assistant

October 2019

- Assisted teachers with differentiated instruction of language arts, writing, math and science
- Developed lesson plans for small group instruction
- Provided administrative and clerical support for teachers as needed
- With appropriate supervision and training, assisted in teaching communication skills, implementing student behavior and learning programs with the use of behavior modification and crisis intervention
- Assisted with the physical demands of functional life skills and academic skills, in school and community settings

Mumbai University, Mumbai, India

Office Assistant, ITSA Group

August 2019

- Communicate with students to obtain missing information and clarify any doubts they may have.
- Assist with daily office tasks such as answering phone calls, scheduling appointments, and managing email correspondence.
- Manage inventory of office supplies and order necessary items when needed
- Kept detailed records of transaction to track of applications sent by students.
- Strong customer service skills and a love of reading and learning are essential for this role.
- Assist with onboarding new employees, including completing paperwork and conducting orientation
- Provided administrative support to the office staff, including filing, data entry, and document preparation.

Mumbai University, Mumbai, India

Event Organizer

August 2018

- Organized Gaming Event in college fest 2019 involving multiplayer online game where students from all departments took part in.
- Designed efficient tournament match system which resulted in no discrepancy among the contestants.
- Marketed the event directly to students with clear communication and marketing skills such as creating custom banner for the event.
- Utilizing critical thinking and problem-solving abilities to identify the source of problems encountered both during the preparation and on the day of the event.