Pranav Khismatrao

Boston, MA • 8576931743 • khismatrao.p@northeastern.edu • linkedin.com/in/pranav-khismatrao/

Education

Master of Science, Software Engineering Systems   Expected Oct 2024
Northeastern University, Boston, MA   GPA:4.0
      Relevant Courses: Object Oriented Design, Machine Learning, Business for Engineers

Bachelor of Engineering, Information Technology   Oct 2020
Mumbai University, India
      Relevant Courses: Data Structures Algorithms, Database Management, Cloud Computing

---

Profile

Highly motivated and detail-oriented professional seeking a temporary role in office administration and invoice processing. Dedicated to delivering exceptional customer outcomes and contributing to organizational goals. Strong interpersonal and communication skills with a focus on maintaining integrity and attention to detail.

Skills

- Time Management Skills
- Strong attention to detail and accuracy in deliverables
- Communication Skills
- Microsoft Office Experience

Professional Experience

Sudesi Infotech, India   **October 2019**
Office Assistant
- Managed office administration tasks, including document filing, scheduling, and inventory management.
- Assist with employment payroll and scheduling
- Responded promptly and professionally to inquiries from team members and external stakeholders.
- Assisted in the development of training materials to improve customer service processes
- Generated financial reports and analyzed data using **Banner Finance** to support decision-making processes.
- Provided front desk reception coverage and performed various duties such as typing, faxing, emailing, copying, and running errands

Mumbai University, Mumbai, India   **August 2019**
Knowledge Management Project Assistant, ITSA Group
- Provided comprehensive course support to students as the main point of contact, ensuring effective communication and engagement.
- Coordinated and managed knowledge management projects, including the development and implementation of knowledge management systems and processes
- Designed and implemented strategies to promote knowledge sharing and collaboration among teams and departments.
- Responded to student inquiries and actively engaged with them in the discussion forum to foster a collaborative learning environment.
- Monitored and evaluated the effectiveness of knowledge management initiatives, making recommendations for continuous improvement

Mumbai University, Mumbai, India   August 2018
Event Organizer
- 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.
- 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.