

# Pranav Khismatrao

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## Education

### Master of Science, Software Engineering Systems

Northeastern University, Boston, MA

Relevant Courses: Object Oriented Design, Machine Learning, Business for Engineers

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

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## Profile

To contribute to Northeastern University's Experiential Digital Global Education (EDGE) team as a Course Support Specialist, utilizing strong communication, instructional, and online learning skills to empower students and enhance their journey.

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## Skills

- Online Course Delivery
- Instruction and Assessment
- Student Mentorship
- Communication and Engagement

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## Professional Experience

### Sudesi Infotech, India

Office Assistant

October 2019

- Receive all incoming correspondence and packages and route to correct recipient
- Assist with employment payroll and scheduling
- Call clients to schedule appointments and follow-up on visit
- Greeted and assisted all visitors with pleasant and helpful attitude
- Worked with Office manager to schedule appointments and company meetings
- Provided front desk reception coverage and performed various duties such as typing, faxing, emailing, copying, and running errands

### Mumbai University, Mumbai, India

Knowledge Management Project Assistant, ITSA Group

August 2019

- 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

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.