Pranav Khismatrao

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Education

Master of Science, Software Engineering Systems   Expected Oct 2024

Northeastern University, Boston, MA   GPA:4.0

      Relevant Courses: Object Oriented Design

Bachelor of Engineering, Information Technology   Oct 2020

Mumbai University, India

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

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Profile

To obtain the position of CVP Coordinator and use my experience in program coordination and event planning to assist in the development and future planning of the CVP Program.

Skills

- Excellent communication and interpersonal skills
- Ability to work effectively with students, teachers, and parents
- Negotiation Skills, Event Scheduling, Day-of Event coordinating.
- Ability to multitask and prioritize tasks
- Proficiency in Microsoft Office Suite and other educational software

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Professional Experience

Mumbai University, India   **October 2019**

Event Coordinator

- Coordinate events for a variety of students and a wide range of events
- Establish long lasting relationships with sponsors to negotiate great contracts for college
- Utilize financial strategy, and negotiations to maximize parameters of an event within a client's budget
- Curate day-of timeline for success which communicated to all parties involved
- Assigned event heads to events on a monthly calendar, ensuring all team members were trained for appropriate services

Mumbai University, Mumbai, India   **August 2019**

Office Assistant, ITSA Group

- 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   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.
- 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.