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

Profile

To obtain an administrative assistant position in the Department of Chemical Engineering where I can utilize my skills and knowledge in office management and contribute to the success of the department.

Skills

- Strong typing skills (60+ WPM) with high accuracy
- Excellent communication and interpersonal skills
- Detail-oriented and highly organized
- Ability to prioritize and multitask effectively
- Reliable and dependable with a strong work ethic
- Proficiency in Microsoft Office Suite and other educational software

Professional Experience

Sudesi Infotech, India   **October 2019**
Office Assistant
- 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   **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.