

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

Profile

Highly organized and detail-oriented administrative professional seeking a position as an Administrative Assistant. Offering excellent communication and organizational skills.

Skills

- Office Operations
- Document Management
- Appointment and meeting coordination
- Minute Taking
- Team Collaboration
- Customer Service

Professional Experience

Sudesi Infotech, India

Office Assistant

Oct 2019 – Dec 2019

- 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
- Updates and maintained documents, PDF files ensuring easy access and retrieval
- Provided front desk reception coverage and performed various duties such as typing, faxing, emailing, copying, and running errands

Mumbai University, Mumbai, India

Administrative Assistant

Aug 2019 – Oct 2019

- Provided comprehensive course support to students as the main point of contact, ensuring effective communication and engagement
- Carried out administrative duties including filling, typing, copying, and scanning documents accurately and efficiently
- Took accurate minutes of meetings, capturing important discussions and action items
- Responded to student inquiries and actively engaged with them in the discussion forum to foster a collaborative learning environment
- Maintained a polite and professional communication style, ensuring positive interactions with colleagues and faculties
- Conducted data entry tasks, ensuring accuracy and timelines of data records

Mumbai University, Mumbai, India

Event Organizer

Aug 2018 – Dec 2018

- Organized Gaming Event in college fest 2018 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