**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, 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 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 Oct 2019 – Dec 2019**

Office Assistant

* 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 Aug 2019 – Oct 2019**

Administrative Assistant

* 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**  **Aug 2018 – Dec 2018**

Event Organizer

* 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