**Pranav Khismatrao**

Boston, MA • 8576931743 • [khismatrao.p@northeastern.edu](mailto:khismatrao.p@northeastern.edu) • linkedin.com/in/pranav-khismatrao/

**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.