**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 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

**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.