

# Pranali Deshmukh


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Native Tongue: **Marathi**

Also fluent in: **English, Hindi**

## PERSONAL STATEMENT

A final year student at Coventry University studying B.Sc. (Honours) Computer Science with a high interest in innovation through digitalization looking for a graduate placement. Worked as a Data Analyst Intern with Airbus to gain professional experience and technical knowledge. Creative and ambitious persona with a determined attitude. Passionate about tackling challenges and making an impact in the society.

## PROFESSIONAL EXPERIENCE

### Coventry University Students' Union

Duration: September 2020 – December 2020



[Students' Union Administration Assistant – Casual]

#### Responsibilities:

Responsible for providing excellent student-focused customer service. This role is central to the day-to-day operations of the Students' Union and the interactions it has with its stakeholders. The focus is on acting as the first point of contact for all SU visitors and answer enquiries and where necessary direct them to relevant CUSU services. Support staff and officers with administration, internal communications and other tasks including support for key events throughout the year.

### thefutureworks, Coventry University Enterprises Ltd.

Duration: September 2020 – December 2020



[Student Ambassador – Casual]

#### Responsibilities:

Support and promote Coventry University by providing assistance to prospective and current students at Open Days, Induction Week and other events and/or providing administrative support for a range of activities.

Primary duties and responsibilities include:

- Welcoming, directing and speaking to visitors at University events; providing hospitality & room management.
- Conducting campus-wide / faculty-specific tours & act as tour guide for prospective students and their parents.
- To undertake general and clerical duties determined by each assignment.
- To act as a mentor to other students and support new Student Ambassadors in their role.
- Contacting withdrawn students to collect statistical information regarding their withdrawal status
- Coursework reception and liaison with Faculty Registry procedures.

### Airbus Operations Limited

Duration: August 2019 – August 2020



[Data Analyst - Intern]

#### Responsibilities:

Worked with the Manufacturing Engineering and Operations teams within the Airbus Broughton plant, supporting the overall data analytics strategy and promoting data driven decision making within the business as well as removing nonvalue added data capture by developing automated systems.

#### Technical Exposure:

- **Data Analytics** - Skywise, Google Data Studio, Quuppa (Data capturing tool), Google Docs, MS Office & Macros
- **Project Management** - JIRA
- **HR Application and Law**- Workday & GDPR

### FIS Global

Duration: January 2017 - August 2018



[HR Helpdesk Analyst]

#### Responsibilities:

Workday Management and Case Management System handling. Track, resolve or route issues regarding workday application, policies, hiring, IT, ADP, ESS and Oracle support for issues raised by employees. Issue, Change & Communications Management.

#### Technical Exposure:

- **HR Application** - Workday
- **Case Management System** - CMS
- **Employee Service Management** - ADP Services and ESS
- **Data & Document Management** - Microsoft Office

#### Red Hat

Duration: July 2015 - January 2017



[Office Administrator 3]

#### Responsibilities:

Facilitating recruitment and joining formalities for new hires. Workplace management and handling events and vendors, conducting admin work training, reception management. Planning administrative requirements and budget.

#### Technical Exposure:

- **Operating Systems** - Red Hat Enterprise Linux, Fedora
- **Document Management** - Google Docs
- **Interactive intranet System** - Jive (Mojo)
- **Leave Management System** - OrangeHRM
- **Ticketing Systems** - Archibus, Service Now

### ACADEMIC DETAILS

#### Graduation

[Bachelor of Science with Honours in Computer Science]

Coventry University, UK [2018 - 2021]

Pursuing B.Sc. (Hons.) in Computer Science. Currently in placement year.



#### Higher-Secondary School [2011]

[Higher Secondary Certificate]

Graduated from the Maharashtra State Board of Secondary and Higher Secondary Education, Pune obtaining an average of 55.83% marks.



### SKILLS AND COMPETENCIES

#### Linux Foundation

Completed the edX Linux foundation course in May 2020.



#### C & C++

Certified in programming with C & C++ by All India Council for Professional Training & Research in April 2015.



#### Adobe Photoshop

Adobe Certification for Photoshop (ACA Blended) for Visual Comm. from Coventry University in April 2019.



#### Aviation Hospitality & Customer Service Training

Certified in Aviation Hospitality & Customer Service by JetsKEY Aviation & Professional Training in August 2015.



### HOBBIES & INTERESTS

**Dancing:** I am very passionate about dancing and enjoy the Freestyle and Bollywood dance forms. I am also quite proficient with classical dance forms and have performed at multiple cultural events in my school and college.

REFERENCE AVAILABLE UPON REQUEST