

PRAJWAL KALE

Assistant Professor

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📍 PCMC , PUNE.

CAREER OBJECTIVE

Motivated and dedicated academic professional with strong technical knowledge in Computer Science and Information Technology, seeking the position of Assistant Professor to contribute towards academic excellence, student development, research activities, and institutional growth. Experienced in academic coordination, NAAC documentation support, examination activities, lecture delivery, event management, and student engagement.

PROFESSIONAL SUMMARY

- Professional with 2.5 years of experience in Higher Education, Software Development, specializing in teaching, ERP application support, SQL, software testing, customer service, and incident management.
 - This version is suitable for Assistant Professor, Academic Coordinator, Technical Trainer, Software Engineer, IT and Technical Analyst positions and presents your experience in a polished, recruiter-friendly format.
 - MCA graduate with strong academic and technical background.
 - Experience in academic administration, examination coordination, lecture sessions, and institutional event management.
 - Worked on NAAC Criteria 1 documentation and academic process coordination.
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EDUCATIONAL QUALIFICATION

- MCA, Pratibha Institute of Business Management, Pune
2022 - 2024 | 7.81 CGPA
- BSc (Computer Science), Prof. Ramkrishna More College, Akurdi, Pune
2019 - 2022 | 8.77 CGPA
- HSC, Hutatma Rajguru Mahavidyalaya, Pune
2018 - 2019 | 63.38%
- SSC, Nageshwar Vidyalaya, Moshi, Pune
2016 - 2017 | 80.60%

WORK EXPERIENCE

Dr. Sudhakar Rao Jadhavar Institute of Management and Technology

Assistant Professor

Current Organization (7 Month)

PREVIOUS EXPERIENCE

eClerx - Analyst (1 Year)

Vineo Tech - Software Engineer (1 Year)

SPECIALIZED SUBJECTS

- Software Testing and Quality Assurance (STQA)
 - Management Information Systems (MIS)
 - Software Engineering
 - Advanced DBMS
 - Fundamentals of Cloud Computing
 - Fundamentals of Data Science
 - Introduction to Cyber Security
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Roles & Responsibilities :

- Coordination of SPPU university examination activities and examination documentation.
- Working on NAAC Criteria 1 documentation and academic records management.
- Conducting and coordinating lecture sessions and academic activities.
- Managing student academic support and departmental coordination.
- Event planning and management for seminars, workshops, conferences, and institutional programs.
- Social media coordination and digital promotion activities for academic events.
- Coordination with faculty members, students, and administration for smooth academic operations.
- Preparation of reports, attendance records, feedback forms, and academic documentation.
- Assistance in student admission coordination and interview management activities.

ACADEMIC & ADMINISTRATIVE SKILLS

- Examination Coordination
- SPPU University Exam Process
- NAAC Documentation
- Event Management
- Lecture Session Coordination
- Student Handling
- Academic Reporting
- Presentation Skills
- Communication Skills
- Team Coordination
- Social Media Coordination

STRENGTHS

- Excellent Communication & Presentation Skills
- Strong Academic Coordination Ability
- Leadership & Team Management Skills
- Effective Classroom & Student Handling
- Positive and Professional Attitude
- Strong Problem-Solving Ability
- Quick Learning & Adaptability

LANGUAGES KNOWN

- English
- Hindi
- Marathi

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place: Pune

Date: _____

(Prof. Prajwal Kale)