



# MUHAMMAD AYYAN

☎ +447440363539

✉ ayyankh333@gmail.com

📍 2 Twickenham Court, Bradford  
Postal Code: BD8 7BL

## EDUCATION

**Bachelor in computer science**  
CECOS University of IT and  
Emerging Sciences

**Masters In MSc Management  
with Project Management**  
BPP University in Manchester

## EXPERTISE

• Proficient with project management software • Team player • Excellent time management skills • Conflict management • Public speaking

## LANGUAGE

English  
Urdu  
Pashto

## ABOUT ME

My name is Muhammad Ayyan. I recently completed my Masters in MSc Management with Project Management, specializing in Project Management, from BPP University in Manchester. I'm eagerly awaiting certification, which will formally recognize my academic achievements and expertise in the field.

With over 1 year of experience as an Assistant Manager, I've successfully assisted and fulfilled organizational staffing needs and requirements. I have a proven track record of leveraging my excellent personal, communication, and organizational skills to lead and enhance departments, optimize personnel, and improve departmental efficiencies. As a team player with exceptional communication skills, I consistently deliver high-quality work and am driven and highly self-motivated.

Moreover, I bring a strong understanding of computer science to the table, further enhancing my skill set. My proficiency in computer science complements my business acumen and negotiating skills, allowing me to work independently and contribute effectively to organizational objectives.

## WORK EXPERIENCE

● 1-May-2021 to 30-july-2022

**Softlix Technologies Peshawar Pakistan**  
**Assistance Manager**

Provide comprehensive support to the managerial team in daily operations, including administrative tasks, scheduling, and coordination. Assist in the development and implementation of strategic plans and initiatives to achieve company objectives. Supervise and motivate staff members, fostering a positive work environment and ensuring high levels of productivity and morale. Oversee inventory management, including ordering, stocking, and inventory control to meet demand and minimize shortages. Collaborate with cross-functional teams to streamline processes, optimize workflow, and enhance overall efficiency. Address customer inquiries and concerns promptly and professionally, ensuring exceptional service delivery and satisfaction. Analyze performance metrics and financial data to identify areas for improvement and implement corrective measures as necessary. Stay abreast of industry trends, market developments, and competitor activities to inform decision-making and maintain a competitive edge.