



Muhammad Ahsan Khan

Current Designation: Project Manager at Invozone

Professional IT project manager with 3+ year experience in various facets of project management. Knowledgeable in applications of scrum, waterfall, agile methodologies and skilled in developing processes that facilitate continual progress and team achievement. I have excellent time management and communication skills also good at collaborating with local and foreign clients and internal resources to deliver results on time.

Strengths & Skills

- ✓ Agile
- ✓ Analytical Skills
- ✓ Asana
- ✓ client communication
- ✓ coordination
- ✓ Google Sheet
- ✓ Jira
- ✓ Milestones
- ✓ Multitasking
- ✓ Problem Solving
- ✓ Project Development
- ✓ Quality Assurance
- ✓ Scrum Master
- ✓ Sprint Planning

Experience 5 years

InvoZone Project Manager	1.4 years	Feb 2021 - Present
dinCloud IT Project Manager	3 months	Oct 2020 - Jan 2021
Apoyo tech IT Project coordinator/ Manager	1.7 years	Feb 2019 - Oct 2020
Fauji Fertilizer Company Goth Machi IT Specialist Internship	2 months	Jun 2018 - Aug 2018
Tech Sigma Front End Developer / Web Developer	2.8 years	Mar 2012 - Dec 2014

Projects

Nymcard Migration react-nextjs (Nymcard)

<https://nymcard.com/>

Trello PM (intenal) , clickup with client

IT infrastructure (v candidate)

Cloud Base projects. Zoho Projects for Managing and track the project

IT infrastructure (KNAV)

Cloud Base projects. Zoho Projects for Managing and track the project

NYMM ((Music Company))

<https://www.nymusicmonth.nyc/>

Wordpress

Amici Catering (Amicat)

<https://amicicatering.com.au/>

Wordpress

Lion Diamonds (Diamonds Company)

<https://liondiamonds.com/>

Wordpress

IT infrastructure (Downtown computers)

Zoho Projects for Managing and track the project

Contact Info

03236661605

ahsankaif@gmail.com

CGS Flats, Bank Road, Saddar
CGS flat
Rawalpindi, Pakistan

Academics

Bachelors in computer science | 2018 | 2.7
CGPA

Imperial College of Business Studies, Lahore

Higher Secondary School Certificate | 2012
GC College Faisalabad, Faisalabad

Matric | 2007
Divisional Model College, Faisalabad

Industries

- Information Technology

Functional Areas

- Project Management

Languages

- Punjabi - Native
- Urdu - Native
- English - Medium

Hobbies

- Travelling
- Debating
- Socializing
- Hosting

Work History

InvoZone

Feb 2021 - Present (1.4 years)

Project Manager

Lahore and Islamabad, Pakistan

- Activity and resource planning
- Trello,Jira,click up Tool ,Asana tool used
- Organizing and motivating a project team.
- Controlling time management.
- Cost estimating and developing the budget.
- Ensuring customer satisfaction.
- Analyzing and managing project risk.
- Monitoring progress.
- Track projecct milestone via jira
- Managing reports and necessary documentation.
- Implement agile management ideals by facilitating exercises such as sprint planning and team leading stand-ups.
- Provide technical assistance, troubleshooting and quickly resolve problems of client's.
- Provide administrative support and coordination of a project or a portfolio of projects.
- Support a team of project managers through processing and tracking project orders, data and report on projects including financial report/billing.
- Effectively communicate with all department personnel and any necessary operational groups.
- Organize, track and distribute project data to field teams designated to specific projects

dinCloud

Oct 2020 - Jan 2021 (3 months)

IT Project Manager

Islamabad, Pakistan

Apoyo tech

Feb 2019 - Oct 2020 (1.7 years)

IT Project coordinator/ Manager

Islamabad, Pakistan

Fauji Fertilizer Company Goth Machi

Jun 2018 - Aug 2018 (2 months)

IT Specialist Internship

Rahim Yar Khan, Pakistan

Worked with FFC goth machi (IT department)

- Learn about the importance of IT in industry and get knowledge.
- Work on SAP, Oracle
- Complete some Networking Tasks.

Tech Sigma

Mar 2012 - Dec 2014 (2.8 years)

Front End Developer / Web Developer

Lahore, Pakistan

- Develop dynamimcic pages

Projects

Nymcard Migration react-nextjs

Jun 2021 - Aug 2021 (2 months)

Company: Nymcard / Nymcard

<https://nymcard.com/>

Tools: Trello PM (intenal) , clickup with client

IT infrastructure

Company: v candidate

Tools: Cloud Base projects. Zoho Projects for Managing and track the project

Cloud Base projects (IT infrastructre) fullfil the client virtual requirments for their organization.

(virtual servers with OS 2016,Virtual desktop, and apps)

IT infrastructure

Company: KNAV

Tools: Cloud Base projects. Zoho Projects for Managing and track the project

Customer requirments is IT infrastructure like (Virtual Servers,Desktops,Applications etc)

NYMM

Company: (Music Company)

<https://www.nymusicmonth.nyc/>

Tools: Wordpress

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<https://amicicatering.com.au/>

Tools: Wordpress

Lion Diamonds (Diamonds Company)

<https://lioniadmonds.com/>

Tools: Wordpress

IT infrastructure

Company: Downtown computers

Tools: Zoho Projects for Managing and track the project

Cloud base projects. Client wanted to migrate the data from old technology (vWorkspace) to new Technology (Citrix). provisioned necessary servers, migrated the data from old AD to new AD and updated the firewall with latest version.