



## Muhammad Arslan Khan

HR & Operations Professional |  
Technical HR Support |  
Admin Manager

### Contact

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Islamabad, Pakistan.

I have valid Saudi Arabia visa as well, I can move Immediately.

### About Me

Dynamic HR and Operations Manager with a background in Computer Engineering and hands-on experience in recruitment, office administration, work load management and technical support. Experienced in streamlining workflows, leading cross-functional teams, and supporting tech-driven environments to drive organizational success.

### Soft Skills

- Leadership
- Project Management Skills
- Recruitment
- Problem solving
- Administrative
- Communication

## Experience

### HR/Operations Manager

March 2024 - present

RISETech

- Managing the complete recruitment lifecycle, onboarding of new hires, and handling payroll, HR documentation, and internship programs.
- Overseeing daily office operations to ensure efficiency and seamless workflow across departments.
- Leading weekly progress review meetings between employees, developers, and team leads to ensure alignment and performance tracking.
- Managing HR support and administrative functions for 20+ employees and 30+ interns.
- Maintaining and organizing company records, employee data, and documentation for audits and compliance.
- Assisting in the development and maintenance of the company's portfolio, including updates to service offerings and project highlights.
- Conducting Quality Assurance (QA) checks and ensuring standards are met across internal processes and deliverables.
- Acting as the point of contact for external collaborations, including managing partnerships with clinics for the company's new project, EKKO.
- Drafting and executing Memorandums of Understanding (MOUs) with partners and maintaining strong professional relationships.
- Overseeing and executing broad management and operational tasks, including strategic planning, resource allocation, and performance optimization.

### Technical staff

Feb 2024 - present

NUST University

- Providing Technical support for IT systems, Networks and hardware across the Department.
- Coordinating with academic and administrative teams to ensure smooth technology operations for events and daily activities.
- Ensuring regular maintenance and timely upgrades of IT infrastructure to improve performance and reliability.

### Knowledge streams

2023- 2024

Trainee Engineer

- Completed hands-on training in MongoDB, Express.js, React.js, and Node.js (MERN Stack).
- Built full-stack web applications with authentication, CRUD operations, and REST APIs.

### Junior Developer

2022- 2023

RISETech

- Assisted in developing and maintaining websites and web applications using modern technologies.
- Collaborated with senior developers on front-end and back-end tasks for client projects.
- Participated in code reviews and followed best practices for clean, maintainable code.
- Gained hands-on experience with version control systems like Git and task management tools.



## Technical Skills

- HRMS Tools (FlowHCM)
- Microsoft office Suite
- Quality Assurance of Applications.
- Networking Basics
- MERN Stack Development (basic level)
- WordPress Development



## Interests & Hobbies

- Public speaking and event coordination
- Volunteering at tech expos and workshops
- Strategic games and problem solving
- Traveling and cultural engagement
- Photography or Videography at Events
- Team Sports & Group Activities



## Languages

- English (Fluent)
- Urdu

## Education

### Bachelors of Computer Systems Engineering 2018 - 2022

University of Engineering and Technology  
Nawabshah

CGPA: 3.4 / 4.0

### Intermediate- Pre Engineering

2016 - 2018

F.G Liaquat Ali Degree College, Rawalpindi.

Percentage: 72%



## Certifications

- Junior Web Developer at RISETech
- MERN Stack Web Development Certification from Knowledge Streams



## Projects & Exhibitions

### Presented RISETech Projects at IDEAS 2024

*International Defence Exhibition and Seminar – Karachi Expo Center*

- Solely represented RISETech Projects at Pakistan's premier defence exhibition, presenting company innovations in tech-enabled systems to military, government officials, and international delegates.
- Played a key role in booth setup, visitor management, and handling technical presentations. Collaborated with cross-functional teams to ensure seamless event execution.
- Demonstrated strong communication, problem-solving, and event management skills in a high-pressure environment.
- It played a significant role in helping us build valuable connections and expand our business.

### HEMS 2025 – Health, Engineering & Minerals Show

*Lahore Expo Center*

- Showcased RISETech health-tech and engineering projects to industry professionals, researchers, and public attendees.
- Ensured accurate technical representation, addressed audience queries, and maintained professional engagement throughout multi-day event activities.
- It helped us significantly in establishing partnerships and expanding our reach. Since then, we have had multiple collaborations for our health products.

### APTEX 2025 – ASEAN-Pakistan Technology Expo

*NUST University*

- Independently managed project presentation and stall readiness alongside one team member.
- Actively interacted with ASEAN delegates and potential partners, promoting the company's technological capabilities.
- Played a key role in both logistical execution and real-time technical demonstrations, ensuring a consistent and polished company presence.
- It provided us with a great opportunity to highlight our latest innovations and connect with industry professionals



## References

- References available upon request