

Muhammad Rashid Khan

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Village Kot Gullah Tehsil Lawa District Talagang

UNDERGRADUATE STUDENT

A bachelor's student with hands-on experience in office administration, admissions, and academic operations, combined with strong technical skills in inventory and supply chain management. I bring proven strengths in organization, communication, and multitasking alongside analytical abilities in data handling, cost optimization, and inventory planning. My background includes managing confidential records and contributing to service quality and engagement. Additionally, I've applied data-driven tools to improve inventory efficiency, demonstrating capabilities in both administrative and operational roles. Seeking an administrative role that leverages both organizational capabilities and analytical insight to support institutional performance and continuous improvement.

KEY COMPETENCIES

- Linear and Integer Programming
- Data Analysis and Visualization
- Feature Engineering
- Optimization Modeling
- Supply Chain Analytics
- ERP Systems
- Process Optimization
- Python Language
- Communication skills

WORK EXPERIENCE

Teaching Assistant

March 2024 - Present

Department of Mathematics, Namal Univeristy Mianwali

As a Teaching Assistant, I maintained course folders and assisted professors with course teaching in labs throughout the semester. I managed student records on the Learning Management System (LMS) and conducted their assessments. Additionally, I coordinated with the department to oversee workflow and update course materials, ensuring smooth and efficient course delivery.

Admission Assistant

July 2024 - September 2024

Namal Univeristy Mianwali

I worked as Admissions Assistant at Namal University. My duties include managing calls during the admission process and ensuring the smooth dispatch of letters while responding to student queries. Additionally, I manage and update university student folders, cross-check documents, and handle board verifications. I assist in the admission process by verifying bank statements and dealing with fee payment statuses, ensuring a seamless experience for prospective students.

Research Assistant

September 2023

Center of AI and Big Data, Namal University Mianwali

As a Research Assistant, I was responsible for planning and organizing events and conferences for the research center. My duties included coordinating with professionals, researchers, and faculty from all over Pakistan, and managing their accommodation arrangements. I also interacted with CEOs and senior professionals during school events, ensuring smooth operations and successful engagements.

EDUCATION

- **Bachelor of Science in Mathematics (In Progress)** **2021 - 2025**
Namal University Mianwali
- **F.Sc** **2018 - 2020**
Abdul Razzaq Fazaia College, PAF Base MM Alam
- **Matric (Science)** **2016 - 2018**
Abdul Razzaq Fazaia College, PAF Base MM Alam

PROJECTS

- **Analysis and Implementation of Optimization Models for Inventory Optimization**

Designed and implemented an inventory optimization system using EOQ, JIT, and Newsvendor models on real data from Namal University. Used Python tools (PuLP, Pyomo, SciPy, CVXPY) to minimize holding, ordering, and lead-time costs. Applied data preprocessing, feature engineering, and advanced visualizations to drive better inventory decisions. Delivered a scalable, model-driven solution to reduce operational inefficiencies.

- **Comparative Analysis of CNN Architectures for Facial Expression Recognition**

Explored the performance of different convolutional neural network (CNN) architectures in recognizing facial expressions using a dataset of 35,000 images. Evaluated various CNN models are based on accuracy, computational efficiency, and generalization ability.

PUBLICATIONS

- First principle study of $X_2\text{GaAgCl}_6$ ($X=\text{Cs, Rb}$) double perovskites: structural, mechanical, vibrational, electronic, optical, SLME, thermoelectric, and thermodynamic properties for solar cell applications.
 - First principles study of $\text{Rb}_2\text{NaGaX}_6$ ($X = \text{Br, Cl}$) double perovskites: Structural, mechanical, vibrational, electronic, optical, SLME, thermoelectric and thermodynamic properties for solar cell applications.
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ACHIEVEMENTS

- Awarded a Merit Scholarship at the intermediate level with a 100% fee waiver
 - Received a Merit Scholarship at the Bachelor level with a 100% fee waiver
 - Represented Namal University at the National STEAM Fest held at IBA Sukkur
 - Publications in "W" category International Journal with an Impact Factor of 6.0
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LANGUAGES

- **English**

Full Professional Proficiency

- **Urdu**

Native and Bilingual Proficiency

- **Punjabi**

Native and Bilingual Proficiency

OTHER SKILLS

- Office Management
- Process Improvement
- Data Management
- Organizational Efficiency
- Team Collaboration
- Multitasking and Time Management
- Strong Interpersonal skills