

Muhammad Saad Khan

DOB: 25/10/1996

E-Mail: saad.96kh@gmail.com Contact No: +923315703163

Education

Bahria University Islamabad

2022-2024

Master of Business Administration

Dissertation: "Green Transformational Leadership and Green Reward System impact on Pro-environmental Behavior: mediating role of Green Commitment in hotel industry of Pakistan"

COMSATS University Islamabad

2016-2020

Bachelor of Software Engineering

FYP: Android app for online auction & shopping

Employment History

USAID Global Health Supply Chain Program-Procurement & Supply Management (GHSC-PSM) Project, Chemonics International Inc., Islamabad

Consultant

Feb 2022 – Aug 2024

- Translated complex data into impactful infographics, improving data communication within teams and with external partners.
- Assisted in coordinating and organizing successful events for the handing over of systems, ensuring smooth execution and positive stakeholder engagement.
- Supported the Monitoring and Evaluation (M&E) department with tasks related to data monitoring, analysis, and supply chain management.
- Supported in coordination with government and other stakeholders for project activities.
- Documented project milestones through visually engaging materials, enhancing project visibility and recognition.
- Produced multimedia content (presentations, infographics, and interactive materials) to support program goals and engage stakeholders.
- Collaborated with program and MIS teams to align design solutions with content needs, effectively communicating key messages.
- Conducted rigorous quality checks on design deliverables, ensuring accuracy, visual appeal, and alignment with project objective before final dissemination.
- Maintained brand consistency, following organizational guidelines for a cohesive visual identity in materials.

USAID Global Health Supply Chain Program-Procurement & Supply Management (GHSC-PSM) Project, Chemonics International Inc., Islamabad

Graphic & Content Designer

Internship

Aug 2021 – Jan 2022

Jul 2020 – Jul 2021

- Designed and developed infographics to simplify and visually represent complex data, enhancing comprehension and engagement.
- Created visually engaging presentations that effectively communicated key messages and data to diverse audiences.
- Developed comprehensive manuals, ensuring clarity and ease of use for end-users.
- Produced a variety of event materials for system handovers, including banners, brochures, and digital content, ensuring a cohesive and professional presentation.
- Collaborated with cross-functional teams to ensure design consistency and alignment with project goals and branding guidelines.
- Utilized advanced graphic design software and tools to produce high-quality visuals and meet tight deadlines.
- Produced engaging content for presentations, showcasing creativity and analytical skills.
- Collaborated to align visual materials with project goals and objectives.
- Demonstrated adaptability, learning new tools to enhance visual communication.
- Prepared stakeholder presentations, showcasing project progress and recommendations.

Skills

- Technical: Adobe Illustrator, Adobe Photoshop, MS Word, MS PowerPoint, MS Excel, SAP, SPSS
- Management: Project Management, Operations Management, Human Resource Management (HRM)
- Communication: Public Relations, Teamwork, Presentation, Infographics
- Languages: English, Urdu & Punjabi

Certifications

- Internship Certificate BeeSocial (2018)
- Soft Skill Session by SSC, CUI Attock (2019)
- Motion And Graphics Workshop (2019)
- Creative Designing by E-Rozgaar (2020)

Extracurricular Activities

- Sports President (2019)
- Organized Blood Donation Camp (2017)
- Organized Sports Activities, ArtFest event, TECHFEST events and Motion & Graphics Workshop

References

1. Dr. Muhammad Tariq, Country Director at USAID GHSC-PSM Project, Chemonics International Inc.
Email: mtariq@chemonics.com **Contact No.** +92333555291
2. Ms. Ambreen Khan, Technical Advisor Implementation at USAID GHSC-PSM Project, Chemonics International Inc.
Email: ambreen308@gmail.com **Contact No.** +923331512198
3. Mr. Junaid Ashraf, Service Delivery & Monitoring & Evaluation (M&E) Manager at USAID GHSC-PSM Project, Chemonics International Inc.
Email: junaidashraf87@hotmail.com **Contact No.** +923225393319