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Top Skills

Generative AI
Communication
Custom CMS Development

Languages

Urdu
English
Punjabi
Hindko
Sindhi
Siraiki
Barahwi

Certifications

Fire Fighting

Amjad Miandad

Career Break – Family Caregiving
Pakistan

Summary

After several years in the IT, Design and Project Management field, I took a planned career break to support a family member undergoing medical treatment while continuing part-time online consulting projects. This period allowed me to strengthen my adaptability, time management, and technical focus. I'm now exploring new opportunities that align with my long-term professional and personal growth goals.

Experience

Shehersaaz

IT & Design Officer

September 2023 - August 2025 (2 years)

Islamabad

- Designed and executed branding and visual identity for campaigns, enhancing audience engagement.
 - Redesigned and maintained organizational website, improving user experience and increasing traffic by 30% in 6 months.
 - Produced IEC materials, video promos, and documentaries that reached 5,000+ beneficiaries.
 - Managed social media platforms, growing online engagement by 45% year-on-year.
- Created infographics and digital content to effectively communicate project results.

Key Achievements:

- Digitized organizational processes by developing online databases and forms, reducing reliance on paper filing.
- Designed and deployed an Android app for Social Mobilizers and Engineers, improving data accuracy and reducing reporting time by 40%.
- Developed an online HR Leave Management Module, streamlining HR operations and transparency.

Sustainable Peace & Development Organization

8 years 1 month

Campaign Coordinator & Outreach Manager

April 2019 - August 2023 (4 years 5 months)

Islamabad

- Coordinated national campaigns promoting peacebuilding, youth engagement, and interfaith harmony and tolerance, reaching 50,000+ young people.
- Carried out cultural mapping of project areas based on research and interviews of local artists and celebrities.
- Proposed, managed and executed multiple campaigns i.e., Campaign to Stop Killer Robots, International Campaign to Ban Landmines.
- Organized multiple successful national and regional level events under Campaign to Stop Killer Robots.
- Maintained and managed Casualties Database for landmines, IEDs and ERWs.

IT & Outreach Manager

May 2017 - April 2019 (2 years)

Islamabad, Pakistan

- Managed IT related activities and systems.
- Produced project graphics and videos.
- Managed digital platforms, boosting reach and engagement by 1600% in 3 years.
- Produced campaign branding and IEC materials that contributed to securing three major donor-funded projects.
- Wrote compelling digital content, strengthening the organization's image and visibility.
- Administer printing and IT equipment procurement.

HR & IT Manager

August 2015 - April 2017 (1 year 9 months)

Islamabad, Pakistan

Develop, manage/maintain MIS (Management Information System). Manage, update and maintain website, social media accounts and newsletters. Write page posts, and website content to reflect organization's values, projects, and activities in appropriate write-up. Promote project activities, website and other platforms for youth engagement etc. Share peace messages and stories to promote peacebuilding and a culture of tolerance and harmony to engage youth.

Canvas Pakistan

Creative Desk Manager

February 2014 - July 2015 (1 year 6 months)

Islamabad, Pakistan

Propose creative ideas for the execution of undergoing projects. Monitoring social media and observe creative design marketing trends. Create branding and social media marketing strategy. Proposing strategy to enhance/improve capabilities and suggest to overcome lacking after observing/monitoring Google Analytics and Google Webmaster Tools (Search Console) trends, keywords, clicks, demographics, visitors' engagement data and reports.

Rural Development Policy Institute (RDPI)

Admin & Technology Officer

October 2012 - January 2014 (1 year 4 months)

Islamabad, Pakistan

- To carry out all the procurement activities.
- Preparation and implementation of Admin & HR policies.
- Preparation & implementation of procedures and forms.
- Defining IT restrictions.
- Designing & Development of websites.
- To take over the designing activities of all the publications.
- Provide IT & technical support.
- Manage specific Admin related activities.
- Development of software & databases as per organizational needs.
- Asset Management.

Chenab Development Foundation

Admin & Logistics Officer

December 2011 - October 2012 (11 months)

Islamabad

Management of administration, logistics and procurement related activities at all offices of the organization.

Implementation of company policies and ensuring compliance.

Vehicle & driver management from all phases of procurement and utilization.

Procurement, insurance, fuel Management, repair and maintenance, and sale out of vehicles, ensuring trip logging and supervision of drivers. Random auditing of log books and vehicles.

Entertaining vehicles requests, travel requests and all kind of logistic support.

Arrangement for all kind of trips & travels, booking of hotels/guest houses and means of transportation, ensuring best hotel/guest house rates, safety,

security, environment & health of employees, community members and guests.

Managing all the printing needs of organization. Getting best printing rates from market, utilizing personal contacts and sources for the accomplishment of all kind of jobs, procurement, and printing etc.

Market surveys, vendor meetings and utilizing communication skills in the market for the welfare and growth of organization.

Close coordination with all the organization staff, vendors, donor organizations and suppliers.

Random coordination with community and CO members.

Managing petty cash, all the bills and cash reconciliations.

Management, development and designing of organization's website and email system.

Management of all the supporting staff.

Management of employee's documents and personal files. Collection of required data from all offices.

Asset management, recording and tagging at all the offices of organization.

Stationary management.

Management of office expense and all the utility bills.

Management of communication systems, mobile services, internet, couriers etc.

Design and maintain organizational website.

Designing of Publication material.

Agility Logistics

Operation Supervisor / HSE Executive

August 2009 - December 2011 (2 years 5 months)

Karachi

Supervising the fleet of 32 tankers dedicated to Engro Polymer & Chemicals Ltd. Facilitating the client at two of their locations i.e. Port Qasim and Dawood Hercules Sheikhpura for the transportation of liquid caustic soda (50% concentration).

Managing 80+ project staff having junior supervisors, driver monitors, drivers, driver helpers.

Bridging fleet staff, client and their respective customers with direct correspondence for the smooth running of operational activities.

Monitoring of vehicle tracking system, and making it more useful from different point of aspects, such as on-time deliveries, delays at customers, en-route delays, fatigue management, excess idling, and monitoring of road safety,

harsh braking, and speed violations and for the observation of product theft cases.

Independent procurement (from market surveys) of safety equipments and other vehicle tools, equipments and accessories.

Direct correspondence with all company departments and vendors.

Ensuring fleet, staff, and product safety with high measures, audits, spot checks and timely rectification of all weak points and audit observations.

Conducting mock drills to examine the emergency response and preparedness of drivers and effectiveness of trainings.

Ensured 100% compliance of on-board tools and safety equipments, spill kits, PPEs, fire extinguishers etc.

Incident recording, immediate decision and informing all stack holders, flyer issuance, and managing measures to avoid recurrence.

Ensuring best practices of drivers fatigue management, leave & attendance system, salaries, incentives and bonuses etc.

Taking care of fuel Management, client invoicing, clearance of vendor bills and reconciliations.

Preparation for client and management audits.

Preparation and sharing monthly flash reports, driver database, Star worker of the month, training and medical compliance data.

Ensured 100% customer satisfaction.

Engro Polymer & Chemicals Ltd.

3 years 9 months

HSE Data Organizer

May 2008 - May 2009 (1 year 1 month)

Scoring and issuance of flyers & maintaining data for Incidents.

Issuance & follow-up of schedules for MSA, HSE Trainings and Safety Risk management Audits.

Preparedness of HSE Weekly, monthly, quarterly and annual reports, monthly MSA analysis, HSE stats, and other HSE trends, analysis, graphs and reports, corporate MSA & HSE report.

Recording and follow up of PHA, FMEA, PSSR and MSA recommendation.

Maintaining SIMS (Safety Information Management System) and other data banks.

Close coordination with Chinese contractors and their sub-contractors, collection of HSE stats & figures from all counter parts.

Implementation of site safety in the field.

Identification and stewardship of hazards.

Involvement in punch-listing activities.

Playing advisory role in all phases of project from construction till commissioning and then safe startup of Plant.
Conduction of safety orientation of newly hired company employees, contractors and sub-contractor employees.

PM&S Leadman

September 2005 - May 2008 (2 years 9 months)

Supervision of shipment activities.

Managing shipments to nationwide warehouses to local customers and International customers.

Managing activities for imported PVC.

Managing quarterly and annual audits internal and external.

Close coordination with Sales, Transporters and Customers.

Ensuring customers satisfaction.

Working hard for the achievement of company's sales targets.

Handling of Off-Spec 2, Not ready and Ready products.

Making GRN, MIV, Pack slips, Shipment reports and other required reports from Oracle 9i and 11i.

Handling all kinds of work permits (Work permit certified).

Implementing safety in area.

Ensuring ethics policy and company rules.

Managing nearly 50 to 60 workers in a shift.

Gently handled tense and in pressure conditions.

Managing D-Level Safety teams.

Emergency handling.

Conducting scheduled safety trainings and orientation of workers.

Ensuring the safety of tools and equipments and other company assets.

Education

Preston Institute of Management Science and Technology (PIMSAT)

Bachelor of Science in Information Technology (BSIT), Information Technology · (2003 - 2005)

Pakistan Educational Foundation College

Intermediate, Science · (2000 - 2002)

Cambridge Secondary School

Matriculation, Science · (1996 - 1997)