

Syed Talha Hashmi

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Professional Summary

Computer Science graduate from the University of Management and Technology (UMT) with experience in web engineering, full-stack development, programme coordination, and digital public service projects. Currently working as a Programme Officer at the Punjab Information Technology Board (PITB) under the CM Initiative “Maryam Ki Dastak,” where I coordinate with government departments, stakeholders, and development teams to support digital service delivery. Strong understanding of full-stack web development, with hands-on experience in modern web technologies and responsive web design. Experienced in project coordination, technical communication, documentation, and working with cross-functional teams to deliver project objectives.

Education

University of Management and Technology (UMT)

BS Computer Science

2020 - 2024

Lahore, Johar Town

- **CGPA:** 3.67
- **Achievements:** Dean Award, Liver Tumour Segmentation (FYP), Social Work (JTP)

Unique College

Intermediate in Computer Science

2018 - 2020

Lahore, Lower Mall

- **GPA:** 70%

Unique High School for Boys

Matric in Computer Science

2018 - 2020

Lahore, Gulberg

- **GPA:** 84%

Professional Experience

Punjab Information Technology Board (PITB)

June 2025 – Present

Programme Officer

CM Initiative “Maryam Ki Dastak”

- Coordinate day-to-day programme activities and support the smooth implementation of project initiatives.
- Coordinate and participate in meetings with multiple government departments to discuss requirements, project progress, and operational matters.
- Maintain direct coordination with the development team to communicate requirements, report issues, and follow up on system updates and enhancements.
- Monitor assigned tasks, coordinate with relevant teams, and ensure timely completion of programme activities.
- Prepare and maintain programme reports, official documents, meeting notes, records, and project updates.
- Support data collection, performance monitoring, and reporting to track programme progress and service delivery.
- Coordinate with internal teams and government stakeholders to identify operational issues and facilitate their timely resolution.
- Support the implementation and improvement of digital public service initiatives under the CM Initiative.

Programme Coordinator

- Supported programme planning, execution, and coordination of activities involving startups and internal teams.
- Coordinated with startups and internal stakeholders to track tasks, deliverables, and programme activities.
- Prepared programme documentation, reports, meeting records, and periodic progress updates.
- Organized and coordinated events, workshops, and incubation-related activities.
- Utilized **ClickUp and Microsoft Planner** for task management, team coordination, and tracking project deliverables.
- Managed day-to-day programme activities and followed up with teams to ensure timely completion of assigned tasks.
- Used **MS Office** tools for documentation, reporting, presentations, and programme administration.
- Assisted in maintaining organized workflows and ensuring the timely execution of programme objectives.

Kreative Ally**June 2023 – Nov 2023***Web design Intern*

- Designed and developed responsive websites using **Webflow** based on project requirements and design concepts.
- Created and customized web pages, layouts, navigation, and UI components in Webflow.
- Ensured websites were responsive and optimized for different screen sizes and devices.
- Collaborated with team members to implement design changes and improve website usability.
- Assisted in website content updates, layout adjustments, and maintaining consistent visual design.

Projects

TheCellTime <https://www.thecelltime.com/>*E-Commerce & Mobile Retail Platform*

- Developed a full-stack e-commerce platform for mobile phones, accessories, refurbished devices, and repair services.
- Implemented product catalogue, categories, product availability, promotions, and inventory-related functionality.
- Developed customer features including order tracking and repair-status tracking.
- Integrated secure online payment functionality using **Stripe**.
- Built a custom administrative dashboard for managing products, orders, inventory, and business operations.

LedgerView <https://accounting-app-sage.vercel.app/>*Accounting & Business Management System*

- Developed a web-based accounting dashboard for managing sales, expenses, invoices, cash flow, and business performance.
- Designed a centralized dashboard providing business insights such as daily sales, net profit, expenses, and outstanding invoices.
- Implemented database-driven modules for managing financial and business records.
- Developed custom dashboard functionality for streamlined business management and reporting.
- Built the application with a focus on usability, data organization, and responsive design.

BAIGEssence <https://www.baigessence.com/>*E-Commerce Fragrance Store*

- Developed a complete e-commerce platform for a fragrance brand with product categories for men, women, and unisex collections.
- Implemented product browsing, search, shopping cart, discounts, and product management functionality.
- Developed customer-focused features including order tracking, returns, shipping information, and contact functionality.
- Built a custom backend/dashboard for managing products, orders, customers, and store content.
- Implemented responsive UI to provide a consistent shopping experience across desktop and mobile devices.

West Flora <https://www.westflora.store/>

E-Commerce Store

- Developed a full-featured e-commerce website for an online retail business.
- Implemented product catalogue, shopping experience, and database-driven content management.
- Developed custom dashboard functionality for managing products, orders, and website content.
- Designed responsive interfaces with focus on usability and modern UI/UX.

Hashmi Herbals <https://www.hashmiherbals.com/>

Herbal E-Commerce & Business Website - Under Development

- Developing a complete e-commerce platform for an herbal products business.
- Building product management, categories, online ordering, customer interaction, and content management functionality.
- Developing a custom dashboard and database for managing products, orders, and website content.
- Implementing responsive UI for both desktop and mobile users.

Core Skills

- **Project & Programme Management:** Programme Coordination, Project Coordination, Requirements Gathering, Task Management, Progress Monitoring, Documentation, Reporting, Workflow Management
- **Stakeholder & Team Coordination:** Government Department Coordination, Stakeholder Management, Development Team Coordination, Meeting Coordination, Team Collaboration, Technical Communication
- **Web Development:** Full-Stack Web Development, Front-End Development, Back-End Development, Web Application Development, Responsive Web Design, UI/UX Implementation, E-Commerce Development, Custom Dashboard Development
- **Programming & Technologies:** HTML/CSS, JavaScript, React.js, Node.js, Express.js, Bootstrap, REST APIs, Git, GitHub, Webflow
- **Database & Backend:** MongoDB, Database Management, CRUD Operations, API Integration, Data Management
- **Other Skills:** Problem Solving, Troubleshooting, Communication, Presentation, MS Office, Technical Documentation, Data Analysis

Achievements

Volunteer - Jhuggi Taleemi Project (JTP), UMT: As part of the Social Service course at the University of Management and Technology, I volunteered with the Jhuggi Taleemi Project, contributing my time and efforts to support education and community growth for underprivileged students. In recognition of my contribution, I was awarded a Volunteer Appreciation Certificate.

Social Issues Documentary, UMT: Received a Certificate of Appreciation for outstanding performance in the final project "*Documentary on Social Issues*" as part of the English-III: Research Paper Writing and Presentation course. This experience enhanced my research, analytical, and presentation skills while exploring impactful social topics.