



Talal Bin Afzal

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● ABOUT ME

I am an accomplished educator and project manager with a proven track record in teaching and leading projects. At NUML and Buraq Institute, I taught Artificial Intelligence, programming and software engineering courses, significantly enhancing student development and academic growth. At HTML5Solutions and BICON, I facilitated startup success by ensuring effective execution and fostering industry connections. As Manager of Operations at MTBC, I optimized operations and improved client communication. My strengths include leadership, strategic communication, and driving organizational success, with a strong focus on academic excellence and student mentorship.

● RESEARCH AREAS:

- Artificial Intelligence in Human Emotions, Consumer Neuroscience and Emotion Marketing
- Agile, Scrum, User Stories and Software Testing

● WORK EXPERIENCE

04/09/2023 – CURRENT

PROJECT MANAGER (Remote) HTML5SOLUTIONS

As a Project Manager, I:

- Initiate and plan projects meticulously
- Lead and manage diverse teams effectively
- Communicate with and manage stakeholders proactively
- Execute and monitor projects diligently
- Ensure client satisfaction and foster strong relationships

22/08/2024 – 18/1/2025 Dhahran, Saudi Arabia

TEAM LEADER – ARAMCO OUTSOURCED | SOLUTIONS By STC

- **Led a cross-functional team** responsible for executing the phased replacement of end-user workstations across multiple Aramco sites.
- **Coordinated with Aramco IT and facility teams** to ensure smooth scheduling, access approvals, and on-site execution without business disruption.
- **Supervised deployment activities** including imaging, configuration, data migration, installation, and verification of new workstations.
- **Ensured compliance** with Aramco's IT security policies and hardware/software standards throughout the project.
- **Managed asset tagging and inventory tracking**, maintaining accurate documentation for all replaced and decommissioned equipment.
- **Troubleshoot technical issues** during installation and provided timely escalation/resolution to minimize downtime.
- **Conducted quality checks and user acceptance testing (UAT)** post-installation to ensure user satisfaction and proper system functioning.
- **Provided daily progress updates and reports** to project stakeholders, maintaining clear and transparent communication.
- **Trained and guided team members**, ensuring adherence to timelines, procedures, and safety protocols.
- **Contributed to project closure documentation**, including completion reports, lessons learned, and feedback analysis.

03/01/2022 – 16/02/2024 Islamabad, Pakistan

LECTURER NATIONAL UNIVERSITY OF MODERN LANGUAGES

- Instruct courses of Artificial Intelligence, Visual Programming utilizing ASP.Net Core and C#, Program Fundamentals, Object-Oriented Programming with Java, and Software Testing.
- Spearhead the Placement Centre as the Focal Person, facilitating interaction between industry and academia, and orchestrating student placements.
- Head the Alumni Committee, cultivating connections and fostering engagement.
- Drive the implementation and improvement of the QOBE System in the role of Focal Person.
- Oversee final year projects, providing guidance and support to students as they navigate their capstone work

03/01/2022 – 09/08/2023 Islamabad, Pakistan

PROJECT MANAGER BUSINESS INCUBATION CENTER NUML (BICON)

- Directed and spearheaded three startup projects.
- Facilitated connections between startups and potential investors, partners, mentors, and industry experts, enabling access to valuable resources and expertise.
- Constructed and led cross-functional teams, assembling individuals with diverse skills to collaborate effectively towards achieving project objectives.
- Proactively gathered feedback from start-ups and stakeholders on an ongoing basis

17/09/2018 – 31/12/2021 Islamabad, Pakistan

PROJECT COORDINATOR BUSINESS INCUBATION CENTER NUML (BICON)

- Coordinated the startup projects, ensuring smooth progress and timely completion.
- Scheduled and conducted meetings to ensure adherence to project timelines.
- Implemented strategies to mitigate issues and risks throughout the development process.

17/09/2018 – 31/12/2021 Islamabad, Pakistan

LAB ENGINEER NATIONAL UNIVERSITY OF MODERN LANGUAGES

- Supervised the Software Engineering Lab as Lab In-charge.
- Taught lab courses including Artificial Intelligence, Programming Fundamentals, Object Oriented Programming, Data Structures and Algorithms, Database Management System, Operating Systems, Human Computer Interaction, Software Design and Architecture, and Web Engineering.
- Revised and tailored lab manuals to meet course requirements.
- Provided supervision for semester projects.
- Offered guidance and oversight for final-year projects.

30/11/2016 – 19/06/2020 Rawalpindi, Pakistan

LECTURER BURQA INSTITUTE OF SCIENCE AND TECHNOLOGY

- Instructed courses on Artificial Intelligence, Programming Fundamentals, Object Oriented Programming, Data Structures and Algorithms, Software Testing and Quality Assurance, and Visual Programming.
- Developed lectures and outlines for the aforementioned courses.
- Supervised semester projects, providing guidance and support to students.

08/01/2017 – 14/06/2017 Islamabad, Pakistan

TEACHING RESEARCH ASSISTANT INTERNATIONAL ISLAMIC UNIVERSITY

- Teaching Course of Programming Fundamentals
- Conducting Lab of Programming Fundamentals
- Preparing and modifying the Lab Manuals
- Supervising the Semester Projects

05/12/2016 – 30/12/2017 Rawalpindi, Pakistan

OPERATIONS MANAGER MEDICAL TRANSCRIPTION BILLING COOPERATION (MTBC)

- Liaised with insurance providers and clients to oversee the revenue cycle management.
- Executed medical billing tasks for offshore doctors.
- Conducted follow-up procedures for healthcare insurance claims.

● **EDUCATION**

03/09/2017 – 03/07/2020 Islamabad, Pakistan

MASTER OF SCIENCE IN SOFTWARE ENGINEERING Bahria University

Address Shangrilla Road, Sector E-8/1, 44000, Islamabad, Pakistan | **Website** <https://bahria.edu.pk/buic/>

05/02/2012 – 07/01/2016 Islamabad, Pakistan

BACHELOR OF SCIENCE IN SOFTWARE ENGINEERING National University of Modern Languages

Address 4 Khayaban-e-Johar, H 9/4, 44000, Islamabad, Pakistan | **Website** <https://www.numl.edu.pk/>

● **CERTIFICATIONS**

1. Google PMP Certification
2. Get started with Jira
3. How to create a Jira SCRUM Project
4. Get Started with Upwork
5. Web Flow 101
6. Data Science and Machine Learning
7. Programming for Everybody (Getting Started with Python)
8. Python Data Structures
9. Using Python to Access Web Data
10. Scrum Fundamentals Certified certification

● **DIGITAL SKILLS**

1. Agile Project Management:

- Scrum
- Kanban
- Agile methodologies

2. Project Management Tools:

- JIRA
- Trello
- Microsoft Project Management
- Asana

3. Software Development Tools:

- Visual Studio
- WordPress
- Web Flow
- Anaconda Navigator

4. Programming and Scripting Languages:

- C#
- ASP.NET
- Python
- Java
- HTML/CSS

5. Database Management:

- SQL
- MySQL
- Oracle

6. Software Testing Tools:

- Selenium
- JUnit
- Postman (for API testing)
- Test Link

7. Collaboration Tools:

- Confluence
- Slack
- Microsoft Teams

8. Data Analysis and Reporting:

- Microsoft Excel
- Tableau