

## YAAMINA SALMAN

Email: Y.Salman@sms.ed.ac.uk

### EDUCATION

- 2008 – present **The University of Edinburgh, PhD Management, (Third Year)**  
Courses: Research Training courses on Research Methods, Quantitative data analysis, Research Design etc.  
**Thesis:** Trajectories of Health Services Reform in Pakistan
- 1997 – 1999 **University of the Punjab, Pakistan, Master of Public Administration (MPA)**  
Courses: Philosophy of Public Administration, Human Resource Management, Economic Analysis

### EMPLOYMENT

- 09/09 – 05/10 **Undergraduate Teaching Assistant**  
University of Edinburgh Business School  
**Skills gained:**
- conducted tutorials to small groups of students from multicultural background for the very first time. It was great to share their experiences and examples, in a small group.
  - exposure to teaching methods like poster presentations etc.
- 12/00 – present **Lecturer**  
The University of Punjab, Institute of Administrative Sciences  
Full time position as Lecturer  
**Skills gained:**
- **taught a number of courses to graduate students**
  - **developed skills to handle a large number of students**
  - **developed excellent communication skills**
  - **teamwork and ability to capitalize on group dynamics**
  - **taught a number of courses to graduate students**
  - **course design and delivery**
  - **Proficiency in using computers, internet and related computer applications**
- Additional Responsibilities**
- 01/03 – 09/08 **Program Coordinator (Master Programs)**  
The University of Punjab, Institute of Administrative Sciences  
**Skills gained:**
- **made timetables and academic calendar for master degree courses**
  - **developed interpersonal skills while listening to students regarding their personal and academic affairs**

- **developed good telephone manner and communication skills**

01/01 – present

**Program Officer & Trainer**

Human Resources Development Center, IAS, University of the Punjab

- **Conducted a workshop on “Job Hunting Skills” for students of the university.**
- **Conducted Information Technology Workshops as a part of the Faculty Development Program of the Center.**

**COURSES TAUGHT**

- Statistics for Management
- Management Information Systems
- Statistical Techniques for Quality Control
- Economic Analysis
- Principles of Management/Ideas and Issues in Management
- Principles of Marketing
- Human Resource Management
- Government, Business and Civil Society
- Training & Development
- Public Administration & Management
- Business Studies (Tutorials)

**TRAININGS/WORKSHOPS**

06/03

Attended **Faculty Development Program** conducted by Human Resources Development Center, Institute of Administrative Sciences, University of the Punjab

11/06

Attended 2GM5 TOLT **“Training of Lead Trainers”** organized by CIDA Devolution Support Program to be certified as a ‘Lead Trainer’

12/06

Conducted 2GM5 TOT **“Training of Trainers”** of Union Councillors organized by CIDA DSP at Institute of Administrative Sciences, University of the Punjab

## REFERENCES

### **1. Prof. Dr. Mohammad Zafar Iqbal Jadoon**

Director

Institute of Administrative Sciences

University of the Punjab

Lahore, Pakistan

Tel. +92 (0) 42 923 1812

Facsimile +92 (0) 42 923 0622

Email: [m.z.iqbal@stir.ac.uk](mailto:m.z.iqbal@stir.ac.uk)

Honorary Professor

Business and Organization Division

Stirling Management School

University of Stirling

Stirling FK9 4LA Scotland UK

### **2. Prof. Stephen Osborne**

Chair of International Public Management

The University of Edinburgh Business School

Email: [stephen.osborne@ed.ac.uk](mailto:stephen.osborne@ed.ac.uk)