

TAYYEB ALI KHAN

House # E -7, St No.1, Iqbal Park, Main boulevard defence, Lahore cantt
042-36621493 (home), 0332-447 5045 (mobile), Email:tayyebalikhan@yahoo.com

EDUCATION

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|---------------|--|
| 2012- Present | INSTITUTE OF ADMINISTRATIVE SCIENCES, UNIVERSITY OF THE PUNJAB, LAHORE Ph.D. (Management) |
| 2006 – 2010 | INSTITUTE OF ADMINISTRATIVE SCIENCES, UNIVERSITY OF THE PUNJAB, LAHORE MPhil (Management) |
| 1996-98 | INSTITUTE OF ADMINISTRATIVE SCIENCES, UNIVERSITY OF THE PUNJAB, LAHORE Masters of Public Administration (MPA) |
| 1993-95 | FORMAN CHRISTIAN COLLEGE, LAHORE B.Sc. Majors: Physics, Mathematics & Statistics |
| 1991-93 | CATHEDRAL HIGHER SECONDARY SCHOOL, LAHORE CANTT F.Sc.Majors: Physics, Chemistry, Mathematics |

Teaching Courses

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| +Leading and Managing Organization | +Business Research Methods | +Management |
| +Organizational Design and Behaviour | +Organization Development & Culture | |
| +Human Resource Management | +Leadership | +Entrepreneurship |

TEACHING EXPERIENCE (Nine years)

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| 2012 - Present | UNIVERSITY OF THE PUNJAB, Institute of Administrative Sciences (IAS) Assistant Professor of Management Teaches Organizational Behaviour, Management, and Research Methods |
| 2005-2012 | INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN (ICMAP), LAHORE Visiting Faculty Member Taught Management and Marketing, Strategic management, Project Management, People Management & Business Policy. Lectured and administered grades |
| 2007 (Winter) | CURTIN UNIVERSITY, LAHORE CHAPTER Visiting Faculty Member, Taught Public Relations to BBA class. Lectured and administered grades |
| 2005 (Winter) | NATIONAL UNIVERSITY OF MODERN LANGUAGES, LAHORE Visiting Faculty Member Taught Business Communications to MBA class. Designed course structure and requirements, lectured and administered all grades. |

WORK EXPERIENCE (16 Years)

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| 2009 - 2012 | G.C. UNIVERSITY, LAHORE, Management Studies Department Assistant Director (Program Manager), MBA & B.Sc. (Hons.) Applied Management Provided support for matters relating to Strategic academic planning, scheduling, benchmarking, examinations, teachers' HR management, payroll, student's affairs, budgetary matters, communication with other departments, admissions, supervision and training of staff, implementation of departmental policies and so forth. |
| 2007-2009 | Program Coordinator, MBA & B.Sc. (Hons.), |
| 2005-2007 | MBA Program Coordinator |
| 2002-2005 | Research & Teaching Associate |
| 2001-2002 | CAPITAL ASSETS LEASING CORPORATION, LAHORE. Officer Credit & Marketing. Developed and executed marketing plans for promotion of leasing products and recovery of leasing rentals. |
| Feb – July 2000 | INTERNATIONAL CAMPUS FOR ADVANCED STUDIES (ICAS), SALAMAT SCHOOL SYSTEMS, LAHORE. Administrator, Administered 65+ students, 6+ teachers and 10+ staff for smooth functioning of the school |
| 1998-1999 | Grain Tech (Pvt.) Ltd. Col.Basmati Farms, Lahore, Rice Exporters. Asst. Manger (Exports) |

WORK EXPERIENCE (PART TIME)(Two Years)

CONSULTANCY ASSIGNMENTS

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| 2006-08 | AITCHISON COLLEGE, LAHORE HR Consultant Analyzed 700+ jobs and wrote 100+ job descriptions for their senior management and support staff. Provided support for their HR related activities and made suggestions to improve work flow and work conditions of the college. |
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PUBLICATIONS AND PRESENTATIONS

Khan, T.A. & J, Nasira (2011). Tenure track system in higher education institutions of Pakistan: Prospects and challenges. Educational Research and Reviews. Vol. 6(9), pp. 605-621.

<http://academicjournals.org/err/contents/2011cont/5Sep.htm>

“Recommendations for improvement of Tenure Track in Higher Education Institutions of Pakistan.”
Paper presented at 1st International Conference on Business Management organized by University of Management and Technology. January 2011

Khan, T. A., & Jabeen, N. (2011). Chapter 9: Towards Effective Implementation of Tenure Track System for Improving Quality of Higher Education in Pakistan in Rouf, A., Ahmad, N. & Awan, M.U., Higher

Education Quality: Assurance & Assesment. . Press & Publications Department, University, Lahore 2011

SEMINARS AND TRAININGS

LAHORE UNIVERSITY OF MANAGEMENT SCIENCES (LUMS)

SDSB – AJMC 2011, 1st International Conference Case Conference of the Asian Journal of Management Cases

BUSINESS MANAGEMENT CONSULTANTS, HOUSTON, TEXAS USA

Introduction to Project Management & PMP® Certification Course. June 2008

NATIONAL PRODUCTIVITY ORGANIZATION (NPO),

Ministry of Industries & Production. Government of Pakistan

Training Program on Management Consultancy May 25-26, 2010

PUNJAB INFORMATION TECHNOLOGY BOARD, LAHORE

Student Course for JAVA (Sun Java Certified Professional Track), March – May, 2001.

HONORS/AWARDS

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| 1991 | Won Annual College Urdu Debate |
| 1991 | Student Editor of College Annual Academic Journal |
| 1998 | Represented Punjab University in PTV Sir Syed Day Quiz contest, Won the contest |

SOFTWARE SKILLS

Windows, Word, Excel, Powerpoint, SPSS, Turnitin.