

CURRICULUM VITAE

- *I strive to adjust myself in the dynamic Environment.*
- *I struggle to portray my image as a reliable, honest and hardworking member of the society.*
- *I always try to have a positive energy towards life, humanity and work.*

PERSONAL INFORMATION:

Name:	Dr. Saima Yousaf Khan
Cell no.	03338922224
Email address	saimayousafkhan@yahoo.com
Nationality	Pakistani
Father's name	Haji Mohammad Yousaf Khan
Father's Designation	Civil Engineer/ Advocate High Court

ACADEMIC QUALIFICATION:

Degree	Board/University	Years	Division
➤ PhD (Eng Lit)	University Of Balochistan, Quetta	2023	1 st
➤ MPhil (Eng Ling & Lit)	SBKWU Quetta	2017	1 st

➤ M.A (English)	SBKWU Quetta	2008	2 nd
➤ B.A	Balochistan University	2005	2 nd
➤ B.ed	Balochistan University	2008	1 st
➤ Intermediate	Balochistan Board	2003	2 nd
➤ Matriculation	Balochistan Board	2000	2 nd

COMMITTEE MEMBER/ADMINISTRATIVE DUTIES:

- Part of Jury Panel at English Speech declamations and Essay writing on district, divisional and provincial level since 2017 upto now from NAB.
- Internal Reviewer at Balochistan Text book Board Quetta
- External Examiner of Research Project (BS English Program) at Govt Girls Post Graduate Degree Colleges, Quetta and Govt Girls Musa College Quetta, Balochistan
- Superintendent /Head Examiner of MA & BA Examinations.
- Organizing team leader of First Pak-Tesol Balochistan Regional Training and Symposium.
- Core Committee member of ICLAP 2024 conference UoB, Quetta Balochistan

JOB EXPERIENCES:

1.UNIVERSITY OF BALOCHISTAN (SINCE 2016-----)

**DESIGNATION: PERMANENT LECTURER, MA & BS ENGLISH PROGRAM
COORDINATOR AT DEPARTMENT OF ENGLISH LITERATURE,
UNIVERSITY OF BALOCHISTAN, QUETTA**

TEACHING SUBJECTS IN BS PROGRAM

1. Literary Criticism (Classical & Modern)
2. Background of English Literature I&II
3. Continental Literature
4. Research Methodology
5. Research Project
6. Drama (Classical & Modern)

7. Introduction to English Literature (Poetry & Short stories)
8. Russian Literature

TEACHING SUBJECTS IN MASTER PROGRAM

1. Metaphysical Poetry (John Donne)
2. Prose
3. Novel
4. Literary Genres and forms
5. Renaissance Drama
6. Research Methodology

TEACHING IN MPhil PROGRAM

1. Shakespearean Studies

BS/MPhil/PhD PROGRAMS COORDINATOR (OFFICE MANAGEMENT)

- Setting timetable & classes schedules
- Admissions/Merit List/ Interviews
- Departmental Controller Examination
- Departmental Students' Advisor
- Arrangements of Visiting teachers
- Coordination with Balochistan Colleges
- Member of Departmental Semester Committee
- Member of Departmental Admission Committee
- Member of Departmental Curriculum (Syllabus Design) Committee

2. SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY QUETTA (INTERNSHIP)

DEPT: VICE CHANCELLOR'S SECRETARIAT (2008-2009)

1. Participated in the University convention 2007, rewarded with great remarks by the Vice Chancellor.
2. Took Etiquette classes on a behalf of the Vice Chancellor.
3. Deal with the university visitors and gave information regarding university.
4. Updated university website with the latest academic information and events with a new staff profile.