



# NAZIYA MULLANI

IT Co-ordinator  
Centre for Distance and Online Education  
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## EDUCATION

Masters of Business Administration

**Human Resource Management and  
Financial Management**

Shivaji University

Bachelor of Engineering

**Information Technology**

DYPCET, Shivaji University

## SKILLS

- Project Management
- Team Leadership
- Strategic Planning & Execution
- Problem-Solving
- Time Management
- Presentation Skills

## LANGUAGE

Hindi

Marathi

English

## About Me

Experienced IT Manager and Administrator with 15+ years of expertise in managing IT projects, implementing e-governance solutions, software development and testing, content writing, and coordinating with vendors. Proven ability to streamline administrative operations, drive digital transformation, and lead cross-functional teams in academic and institutional settings.

## WORK EXPERIENCE : 15 YEARS +

IT Co-ordinator, Shivaji University, Kolhapur	23rd July 2024- till date
IT Manager, JioSh URL Pvt Ltd	1st April 2023- 12 <sup>th</sup> July 2024
IT Manager, SPAR Institution	1st Oct 2020 - March 2023
IT Manager and HR Intern at Sanhita Infotech	July 2015- April 2019
System Manager, Kolhapur Municipal Corporation	July 2013- June 2015
Software Engineer, Wipro Technologies (Pune, Hyderabad)	Dec 2009 - May 2013
Lecturer, Government Polytechnic, Kolhapur	June 2008- Dec 2009

## CURRENT RESPONSIBILITIES

- Admission Process Management
- LMS and Web Operations
- Technical Coordination and Support
- Coordination with vendors
- Contribution in Academic and content
- Organizing Workshops and training
- Digital marketing task