



NAZIYA N. MULLANI

Course Co-ordinator (MBA)
Centre for Distance and Online Education
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Kolhapur - 416002

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

SPOKEN LANGUAGE

Hindi

Marathi

English

About Me

Experienced IT and HR Manager with experience as 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 +

Course Co-ordinator (MBA),
Shivaji University, Kolhapur

21st August 2025- till date

Course Coordinator (IT),
Shivaji University, Kolhapur

22nd July 2024- 21st June 2025

IT Manager, JioSh URL Pvt Ltd

1st April 2023- 12th July 2024

IT Manager, SPAR Institution

1st Oct 2020 - March 2023

IT an HR Manager 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 Academics - Live Sessions/assignments/ discussion forum/ Paper setting/ Proctoring
- Organizing Workshops and training , Digital marketing task