



NAZIYA N. MULLANI

Course Co-ordinator (MBA)
Centre for Distance and Online Education
Shivaji University, Kolhapur

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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

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- 21 st June 2025
IT Manager, JioSh URL Pvt Ltd	1st April 2023- 12 th 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