

# **NAZIYA MULLANI**

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

- naziya.mullani@gmail.com
- cdoe\_it@unishivaji.ac.in
- **L** 7972816695 /7057054020
- 2328 C Ward, Shaniwar Peth, 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 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 +**

Course Co-ordinator (MBA), Shivaji University, Kolhapur	21st August 2025- till date
Course Coordinator (IT), Shivaji University, Kolhapur	22nd July 2024- 21 <sup>st</sup> June 2025
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 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
- · Organizing Workshops and training, Digital marketing task