



NAZIYA N. MULLANI

Course Co-ordinator (Online MBA)
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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 16+ 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 : 16 YEARS +

Course Co-ordinator (Online MBA), Shivaji University, Kolhapur	11 th August 2026- Present
Course Co-ordinator (MBA), Shivaji University, Kolhapur	21 st August 2025- 20 th July 2026
Course Coordinator (IT), Shivaji University, Kolhapur	22 nd July 2024- 21 st June 2025
IT Manager, JioSh URL Pvt Ltd	1 st April 2023- 11 th July 2024
IT Manager, SPAR Institution	1 st Oct 2020 - March 2023
IT and HR Manager at Sanhita Infotech	July 2015- April 2019
System Manager, Kolhapur Municipal Corporation	July 2013- June 2015
Software Engineer, Wipro Technologies	Dec 2009 - May 2013
Lecturer, Government Polytechnic, Kolhapur	June 2008- Dec 2009

CURRENT RESPONSIBILITIES

- Contribution in Academics - Live Sessions, assignments, discussion forum, Paper setting, Paper Checking, Proctoring, SIM Writing, e-Content Development
- Digital marketing, Dashboard handle
- LMS handle and Online Programme Webpage update
- Technical Coordination and Support, Coordination with vendors
- Admission Process Management