

AMARDEEP SHARMA

IT Administration | IQAC Coordination | Academic Operations | University Management

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PROFESSIONAL SUMMARY

Dynamic and result-oriented professional with over 20 years of experience in IT Administration, Academic Operations, and IQAC Coordination within higher education institutions. Expert in managing multi-college university systems, accreditation processes (NAAC), ERP/MIS systems, and institutional quality frameworks. Proven ability to lead teams, streamline processes, and enhance operational efficiency across academic and administrative domains.

KEY ROLES & RESPONSIBILITIES

- Lead IT Administration and manage university-wide digital infrastructure.
- Coordinate IQAC activities, NAAC documentation, and quality assurance processes.
- Handle ERP, MIS reporting, and institutional data systems.
- Manage academic operations across multiple colleges (13 colleges).
- Ensure compliance with university policies and accreditation standards.
- Conduct training programs for staff on IT systems and academic tools.
- Coordinate audits, inspections, and academic reviews.
- Improve workflows and optimize operational processes.

PROFESSIONAL EXPERIENCE

IT Admin & IQAC Senior Coordinator | Bareilly International University | April 2025 – Present

- Managing IT infrastructure and ERP systems across 13 colleges.
- Leading IQAC documentation, NAAC preparation, and compliance.
- Preparing institutional reports and maintaining academic data.
- Coordinating academic audits and quality benchmarks.
- Providing technical support and system troubleshooting.

Senior Business & Operations Manager | Cross Section Interactive | Sep 2024 – March 2025

- Managing operational processes and team performance.
- Developing MIS reports and dashboards.
- Conducting onboarding and training programs.

Senior Business & Operations Manager | eCommStreet | Nov 2023 – Aug 2024

- Prepared MIS reports and managed lead systems.
- Handled operational coordination and reporting.

Business & Operations Manager | Avantika Innovations | 2021 – Oct 2023

- Led teams and improved workflow efficiency.
- Handled CRM systems and client coordination.

System Analyst & IT Roles | 2011 – 2020

- Implemented IT systems and provided technical support.
- Conducted training and documentation.

TEACHING EXPERIENCE

Lecturer – Mathematics & Science | 2002 – 2007

- Delivered lectures and managed academic planning.
- Conducted assessments and student mentoring.

EDUCATION

- MCA – Ideal Institute of Technology (2007–2010)
- MA (Mathematics) – MJPR University
- BSc – MJPR University

PERSONAL DETAILS

Name: Amardeep Sharma

Location: Ghaziabad, Uttar Pradesh, India

Languages: Hindi, English

Nationality: Indian