Maneet Kaur Hanjra Email: [maneethanjra@gmail.com](mailto:maneethanjra@gmail.com)

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Senior INFORMATION SECURITY Analyst

Expert in Information Security & Business Continuity Strategies

Energetic, visionary strategist qualified by a 6.11-year record of ground-up success in information security. Continuous learner with a passion for innovation in security risk management and business continuity management to drive bottom-line business contributions (optimize security investments, avoid losses from security incidents, improve customer retention, enhance business decision making and delivering Business continuity).

Exceptional levels of integrity, work ethic, and drive to achieve.

Expertise in:

 Information Risk Management

 Business continuity planning & disaster recovery

 IT Audit & Compliance Management

 ISO 27001 & BS25999

 Security Tools, Processes & Policies

 Security Incident Response Programs

 IT Governance & Best Practices

 Global Project Lifecycle Management

 Information Privacy & Online Safety

 Contingency Plans & Business Resumption

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| IT Experience | |
| Tech Mahindra Ltd | Information Security Analyst, June 2007-Dec 2011  Senior Information Security Analyst, Jan 2012-May 2012 |
| Evalueserve | **Senior Information security Analyst,** June 2012-Sep 14 |

Certifications

ISO27001-Lead auditor

BS25999-Lead auditor

Key Skills

* Information security Incident Management
* Risk Management
* Information Security architecture and design
* Business continuity planning
* Information security awareness
* Security Compliance
* Client security compliance
* Security Audit compliance for projects and functions towards ISO-27001 /BS25999 compliance
* Analysis of security approvals.
* RFP reviews

Education

Guru nanak dev university

BSc in Computer Science, 2007

**Master of Science in Software Engineering**

BITS Pilani, 2012

*Experience Highlights:*

*Tech Mahindra*

Over 5.10 years of experience working under ISG (Information Security Group) as a Sr. Information Security Analyst. Experience in implementing and embedding the Information security & Business continuity in organization culture to ensure business objective. Contributed with the proactive and innovative approach to solve and handle the challenges faced during information security handling in the organization. BSG PMO, incident manager and business continuity expert were the major roles.

Information security management compliance

* Develop ISMS for TechM. Transition of all TechM locations so that they are compliant to ISO27001standards
* Identify gaps to Information Security aspects in existing processes and bind them with corresponding policies & procedures
* Internal Security Audits for projects and functions towards ISO-27001/BS25999 compliance
* Assess the Security Posture at an enterprise level to bring in Secured Computing and Work Practices
* Conducted internal audits of operations, infrastructure, to ensure compliance.
* Preparing BCM Plans for client projects and Functions
* Preparing audit reports, and follow ups on closure of issues.
* Making Process & Policies as per the requirement of the organization based on security standards ( ISO 27001/BS25999)
* Ensure security of the Information assets of the organization.
* Analysis and approving information security approvals for organization and clients.

Risk Management

* Identify, assess and treat Enterprise Risk with respect to Information Assets
* Risk Assessment and Risk Treatment Planning
* Performing Risk assessment for various processes, projects and equipments.

Business continuity planning- Client projects/functions

* Develop a Business Continuity Process
* Conduct Business Impact Analysis (BIA)
* Undertake Risk Assessments (RA)
* Develop & maintain Business Resumption Plans (BRP)
* Test developed Business Resumption Plans
* Business Continuity Management
* Business continuity planning and Disaster recovery planning
* Ensuring Business Continuity within organization
* Conduct various BCP drill within the organization for smooth functioning of business under all scenarios.

Security Awareness

* Train, educate and bring in Awareness amongst employee aspects of Information Security
* Ensuring resilience of business in all aspects
* Conducting Information Security Awareness Session for all the internal employees.
* Assess the Security Posture at an enterprise level to bring in Secured Computing and Work Practices
* Security Induction Program

BSG PMO Activities

* Handling BSG security activities as a BSG security PMO which covers all BSG client engagements

Handling Technical requests

* Handling technical requests including Firewall change request.
* Conducting event based Risk assessment for links,portals,wifi request and other technical requests.
* Handling other technical queries.

Client controls security

* Understand and cast a Security Road Map for New Clients
* Steer the Gap Analysis and Requirement Compliance to the clients
* Assess the Security Posture at an enterprise level to bring in Secured Computing and Work Practices

Security Incident Handling as a Incident Manager

* Reviewing and closing incidents after checking PA, CA and RCA as an incident Manager.
* Drafting RCA’s for any network outages, and providing detailed CAPA analysis to the customers
* Working towards the compliance of the security policies within the Incident Management

*Evalueserve -cont’d*

**"Information Security and Risk Management & BCP/DR" Responsibilities for 5 centers globally :**  
***Information Security:***

* Achieved to implement Information / Data Security Program effectively
* Managed ISO 27001 Certification Project
* Achieved implementation of information security policy, standards, procedures.
* Worked to define data strategy and information baseline to draw corporate enterprise data map in order to help building the data inventory of the information assets.
* Organized workshops with business teams related with the Information Assets and IT Risk Management
* Data Inventory & Data Classification
* Detailed Information Risk Analysis (DRA)
* Achieved to Develop and deliver information security awareness trainings.  
  Managed Business Continuity Project.
* Follow-up IT Audit Findings and contribution to IT Dept for closing those findings aligned.
* Visited China for ISO27001:2005 Recertification audit
* Overseeing network audit, Conducting network components audits
* Implemented GRC tool in the organization. Having experienced working on GRC Archer

***Business Continuity Management:***

* Business Impact Analysis (BIA)
* Development and maintenance of Crisis Management & other emergency response plans
* Risk Assessment
* Training of business continuity coordinators in all functional areas
* Conduct simulations/tests as per defined frequencies/client request which include call cascade test, business resumption test, CMT Table Top etc. Publish reports and follow up to ensure observations made have been closed
* Conduct various BCP drill within the organization for smooth functioning of business under all scenarios.
* Develop and conduct employee awareness & training programs
* Conduct BCM audits
* Preparation of External BCM BS25999 Audits
* Provide responses to the BCP RFI/RFP questionnaires

AWARDS

* Got **Pat on the back** twice for performing well and providing valuable deliverables under crucial situation – Certificate and Monetary value
* Got **Exceptional contributor** award for year 2013-2014

ACHIEVEMENTS

* Contributed IT & Business units to implement security policies & procedures.
* Achieved to implement ISO 27001 Project successfully.
* Managed Business Continuity Project. Worked on the implementation of Business continuity workflow tool in the organization.
* Achieved to build the ISMS Framework, IT Risk Management Methodology.
* Organized security awareness trainings.
* Visited China for ISO27001:2005 Recertification audit