Sikha Moni Bhuyan

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**Career Objective**

To integrate the professional qualification skills and work experience in Information Technology with my personal interest and drive in the emerging concepts of information technology for a challenging and enriching journey, ultimately to the value addition to organizational goals and creating a niche for organization and myself.

**Areas of Expertise:**

* Process Standerdization and ISMS (ISO 27001 ) Implementation
* Lead consultant of ISMS (ISO 27001 ) and Auditing.
* Regulatory Compliance
* Policy planning / Implementation
* Risk Assessment , Treatment Planing & Controlling
* Contingency Planning
* Business contunity plan & Disaster Recovery
* Project Timeline Planning
* Team and Project Coordination
* Cost Benefits Analysis

**Achievements/Awards and Recognition:**

* Achieved **3rd rank (all over India)** in final year exam of engineering under the stream of Electronics & Communication Engg.
* Achieved the **“Associate”** level in Professional Engineers Program conducted by **“The Institution of Engineers (India)”**.
* Awarded for the **core value Award “Uncompromising quality”**.
* BSPL **Best Internal Auditor Award** from Company MD for outstanding performance in auditing BSPL, Guwahati facilities.
* Achieved **93% in professional certification of ITIL Foundation** (IT Service Management)

**Educational Qualifications**

* **Pursuing M.Tech in Digital Communication**
* **Bachelor of Engineer in Electronics & Communication Engineering from Hindustan Institute of Engineering Technology, Anna University, Chennai in 2005 with 76.2%.**

**Professional certification**

* + **ITIL Foundation (IT Service Management)**
  + **Lead Auditor - ISO 27001:2013**

**Summary**

An Engineering Graduate with around 8.10 years of experience in IT industry. I have worked under heterogeneous environment and handled different types of platforms which include 3 key verticals.

* 4.11 years of experience in Information Security & Process Standardization in support of ISMS implementation. It also included areas such as Quality Management, control, Maintenance, Assurance and Improvement as per certain Quality Standards applicable to IT infrastructure.
* 0.9 years as Research Associate (RA) & Consultation, For ERP Consulting Projects in support of Project Planning & Coordination
* 3.2 years of experience in Software Testing which also includes Testing and support.

**Presently working with HCL Comnet LTD as a Specialist, Information Security**.

**Information Security & Process Standardization (ISMS-ISO 27001)**

Presently I am completely associated with the HCL Consultancy Team for Information security. I am in the core team of Information security management System & internal quality auditor team and Lead to execute & provide consultancy for Quality Regulatory Compliance of the client organizations in support of ISMS

I have Authored ISO 27001 procedures and security policies manual in support of various operations in my organization. I am consistently qualifying the expectation of various quality standards recommended by ISO 27001 in my organization as well as our client end.

As a [Specialist for Information Security,](http://www.freelancer.in/sellers/) I am responsible for and have a sturdy work experience of:

* Process Standardization and ISMS (ISO 27001) Implementation, as a Lead in Implementation, Consultancy and Auditing.
* Work with various department managers and team to understand the organization’s information security requirements and the need to establish policy and objectives for information security & Constraint-Risk assessment/control.
* Strong experience of independently preparing various process documents such as Security Manuals, Policies, Procedures as per required process compliance standard.
* Asset identification, Evaluation, and Risk Assessment associated with various assets of the organization, Risk Management and its control.
* Identifying, Implementing and Monitoring of controls to manage an organization's information security risks in the context of the organization’s overall business risks, risk management, Vulnerability management;
* Monitoring and reviewing the performance and effectiveness of the ISMS, Penetration Testing on adaptation of controls for ISMS; and continual improvement based on objective measurement.
* Highly involved Management Review and in Preparation of BCP plan to counteract interruptions to business activities and to protect critical business processes from the effects of major failures of information systems or disasters and to ensure their timely resumption.
* Have knowledge of incident management and change management
* Immense experience in taking ownership & handling various cycles of Internal as well as External audit assessed by ISO 27001 Certification body as per ISMS and Information Security framework.
* Perform various day to day activities related to Information Security Practices and maintenance.
* In addition, I am also involved in providing consultancy for ISO 27001(ISMS) Implementation in various client ends.

**Research Associate (RA) & Consultation**

As a [Research Associate & consultant in](http://www.freelancer.in/sellers/) ERP Consultation I have a good work experience of:

* Understand the prospective customer's requirements.
* Determination of the processes/functionalities under different business units (departments) that have to be included in the scope of ERP
* Customer Requirement analysis for various functions in each business unit (department) of the client organization based on key activities performed and the information generated & used in the process through detailed interviews and discussions with various stakeholders like Top Management, Departmental Heads & other key officials and As-Is report which is prepared by customer.
* Prepare Presentations based on understanding & Cost benefits analysis of customer requirement and receive customer acceptance.
* Mapping of processes in each function.
* Identification of information exchanges between various business units (departments).
* Mapping of inter-functional information exchange/flows.
* Assessment of the functional requirements and preparation of Functional Requirements Specification (FRS) for ERP implementation.
* Work with various department managers and team to prepare the report of : Scope of work, Cost Involvement, Constraint-Risk assessment, Dependency, Proposed design and Implementation plan.
* Translate technical solutions based on client's needs & feasibility and offer recommendations
* Assessment of impact of hardware and/or software upgrades on new and existing applications
* Coordinate with project team & Participate in project cost estimation.
* Planning Timeline against various milestones and monitor execution & progress.
* Provide technical mentoring to development team and assist in application design & issue resolution.
* Routine follow up with the implementation team till completion and delivery to support meet the business objectives.
* User Manual Review and Validation check of project deliverable

**Software Testing**

In software testing, I have remarkable knowledge and experience of testing software application under parallel development for various projects. In terms of responsibility and experience the considerable aspects identified are as mentioned below :

* I have active involvement and hand on experience on Manual Testing as well as automation testing using tools like Rational Robot & Rational Test Manager.
* I have a sturdy Experience of handling the feature ownership and testing it in the Release Cycle.
* Have good experience in automating the application using QTP -9.0 and making the Automation Framework.
* Understand the prospective customer's requirements and obtain full ownership in writing Test Cases and making Test Plans as per requirement set by customer & internal test requirements and Executing Test cases.
* Designing & creating the test scenarios and executing them as per the requirements
* Involved in Functional and Regression testing.
* Verification & Validation of configuration changes and Publish the test reports (which included known limitations for the features) on the basis of testing performed.
* Filling & Reporting Bugs found during the execution of the test cases and routine follow up with the development team till fixing of bug to meet the final requirement and verifying the same in every Release cycle & timely release of the feature.
* Responsible for signing off the feature to UAT (User Acceptance Testing Environment) for the features that I own
* Taking the feedback on the new features and communicating the same to the development team.
* Training the Business users for the features released.
* Good knowledge of Basic Networking

**Key Technologies And Skill**

* **Automation Tool : QTP 9.0, Rational Robot, Rational Test Manager.**
* **Bug Tracking Tool : Test Director, Bugzilla.**
* **Database : SQL Server 2000/2005/ 2008.**
* **On-Script : Shell (Basic).**
* **Operating Systems: Windows NT 4.0, 9x, 2K , XP-Professional/2003 server/**

**Vista /7.**

**Career Highlights:**

**Current Employer : HCL Comnet LTD.**

**Current Functional Area : Consultancy, Process Standardization & ISMS**

**Implementation,**

**Designation : Specialist, Information Security**

**Tenure : From May 2014 – Till Date**

**Current Project:**

* **Project Name : Migration of ISO 27001:2005 to ISO 27001:2013**
* **Client : CONCOR**
* **Role : Consultant of ISMS Migration**
* **Team Size : 5**
* **Duration : In Continuation**
* **Environment : ISMS (ISO 27001:2013)**

**Project Description:**

CONCOR Stepped forward to migrate from ISO 27001:2005 to ISO 27001:2013. As recommended by ISMS a detailed assessment of the current processes is required, and based on the assessment ISMS recommended preparation of various policies, log books/implementation documents for BSPL. This assessment required a detailed understanding of various functions in each business unit (department) and it should be based on key activities performed & the information generated and/or used in the process. These details are obtained through detailed interviews and discussions with various stakeholders like Top Management, Departmental Heads & other key officials of ISMS certifying body.

**Employer : Bohniman Systems Pvt Ltd (Website: www.bohniman.com)**

**Functional Area: Process Standardization & ISMS implementation,**

**Designation : CISO (Chief Information Security Officer),Information**

**Security/ Team Lead**

**Tenure : From March 2009 – April 2014**

Bohniman Systems was founded in 1999 and now an ISO 27001 company. Bohniman envisions tapping the enormous pool of IT talents in NE India and seasoned software design professionals in USA to Offer "turn-key" software solutions for key customers, Create and market software for domestic and international markets and enter in to strategic alliances

In thirteen years of operation, Bohniman has successfully launched various products and services for the domestic market, have successfully completed projects for clients in the US, Europe and in India. Bohniman Systems offers professional consulting services to different government and non govt. organisations. Bohniman System have offered software solution to a range of consumers. The prime solutions are : **E-Governance Solutions** (Arunachal Pradesh Inner Line Permit, AACP Project of World bank), **Power Sector Solutions** (mybijulibill.com, APDCL -Online Billing Solutions for Assam State Electricity Board), **Education** (APTET -Arunachal Pradesh Technical Eligibility Test for teachers appointment, ASSAM TET - Assam Technical Eligibility Test for teachers appointment), **Elementary Education** (Examination Management System for the appointment of Provincialized and Government Primary School Teachers), **Device Programming** (Windows and Android based mobile application ), **CAREPLUS** (Healthcare Solutions Hospital Management System), **MIS** (Management Information Systems) projects for a large number of consumers. Every Bohniman product and service conforms to the best industry standards.

Bohniman team leverages Bohniman Method, a software development methodology for development of Bohniman products and execution of Bohniman projects.Bohniman is actively working on accreditation of Bohniman Method from major institutions such as Software Engineering Institute, USA.

**Project1:**

* **Project Name : Process Standardization and ISMS Implementation, BSPL.**
* **Client : BSPL (Home Organization)**
* **Role : CISO & Lead consultant of ISMS Implementation for BSPL**
* **Team Size : 9**
* **Duration : 4.8 Years**
* **Environment : ISMS (ISO 27001)**

**Project Description :**

BSPL Stepped forward for the quality assurance to standardize its processes under the scope of ISO 27001 (ISMS). As recommended by ISMS a detailed assessment of the current processes is required, and based on the assessment ISMS recommended preparation of various policies, log books/implementation documents for BSPL. This assessment required a detailed understanding of various functions in each business unit (department) and it should be based on key activities performed & the information generated and/or used in the process. These details are obtained through detailed interviews and discussions with various stakeholders like Top Management, Departmental Heads & other key officials of ISMS certifying body.

Based on various policies, log books/implementation documents & all relevant evidences, I participated in ISMS certification audit and represented BSPL in front certifying body and gone through rounds of audit cycles. Now BSPL is a ISO 27001 certified company consistently qualifying the expectation and criteria of various quality standards recommended by ISO 27001 till date.

**Project 2:**

* **Project Name : Commonwealth Financial Network.**
* **Client : CFN**
* **Role : Test Engineer**
* **Team Size : 10**
* **Duration : 4 Months** (Initial period in BSPL)
* **Environment : Windows XP, JSP, Servlets, JDBC, HTML, and**

**SQL server.**

**Project Description :**

Preferred Portfolio Services (PPS) is a premier fee-based asset management investment program. PPS accounts offer the flexibility to construct portfolios customized to help meet your long-term investment goals. Each portfolio is individually crafted by weighting various asset classes and by making periodic adjustments, such as rebalancing or reallocating the asset allocation. Through portfolio construction, we can balance our personal goals, time horizons, and risk profile.

Commonwealth’s fee-based asset management program, Preferred Portfolio Services (PPS), provides the entire infrastructure required to operate virtually any type of fee-based asset management practice. Their programs allow their Investment Adviser Representatives (IARs) to manage portfolios on a fully discretionary basis, or to delegate the security selection and rebalancing of portfolios to their sub-advisors utilizing individual equities, mutual funds, or exchange-traded funds. Among the available turnkey programs are PPS Select, Symmetry Partners, and Capital Allocation and Management, just to name a few. From compliance guidance and advisory agreements, to research and Internet-based performance reporting, their fee-based programs are cutting edge.

**Employer : Management Development Institute (MDI)**

**Functional Area : Requirement Analysis and Consultation, For ERP Projects.**

**Designation : Research Associate (RA), ERP**

**Tenure : From June 2008 To Feb 2009**

MDI offers consulting services covering various aspects of management. Regular interaction of academic faculty and industry professionals enabled through action-centric research and industry consultancy keeps the teaching community abreast of developments in both the academic and industrial world. The driving force in MDI is a team of distinguished faculty who has extensive experience and expertise in diverse fields. MDI is recognized by the industry (private and public), Government (Central and State) and NGOs as an institution, which provides quality services to its clients. MDI has the distinction of providing high quality, cost-effective and timely services to its clients. MDI has remained contemporary through continuous research, adapting to change and developing innovative strategies to facilitate the process of managing the dynamic business environment.

**Project 1:**

* **Project Name : Project ERP, HPSEB**
* **Client : Himachal Pradesh State Electricity Board**
* **Role : Requirement Analyst and Project Consultation**
* **Team Size : 5**
* **Duration : 6 Months**

**Project 2:**

* **Project Name : Project ERP, REC**
* **Client : Rural Electrification Corporation Ltd.**
* **Role : Requirement Analyst and Project Consultation**
* **Team Size : 5**
* **Duration : 3 Months**

**Employer** **: Prophecy Technology India.**

**Functional Area : Software Testing**

**Designation :** **Software Engineer (Testing)**

**Tenure :**  **From May 2007 To May 2008**

Prophecy Technology India is a leading IT Services Company. Prophecy is a full-service independent interactive agency with expertise in: comprehensive IT solutions and services, including Application Development, Web Development, Offshore Outsourcing, Software Re-engineering, Research, Quality Assurance & Testing to corporations globally.

**Project 1:**

**Project Name : Knowledge Processes Server**

**Role : Team Member**

**Team Size : 5**

**Environment : Windows XP, Java, Servlets, JSP, Java Beans, SQL server.**

* **Process and Implementation:**
* Perform the workflow using Manual Testing and QTP-9.0
* Making the test cases data driven.
* Creating the script and the actions.
* Designing the object repository to make it re-useable.
* Adding intelligence in the script by using appropriate Checkpoints and Recovery Scenario.
* **Training and Seminar:**
* Attend the training on Rational Suite Enterprise (Robot, Test Manager). The same training was given by me to new joiners
* Involved in the seminar “Scalability using Automation”. The motivation was to give ideas on automating the repeated and stable work in the company.

**Project 2:**

**Project Name : Health System**

**Role : Team Member**

**Team Size : 5**

**Environment : Windows XP, Java, Servlets, JSP, Java Beans, SQL server.**

**Project Description:**

This project deals with automation of information system developed in an integrated approach. It helped in faster processing of medical consultation and resolve telephonic query from different type of patient. It deals with collection and distribution of various Medical Documentation. Whenever hospital receives request for Medical items such as pages, blocks, X-rays, videos, pathology etc. from patient. Hospital's legal Department will research the request from related doctors of the hospital. After researching if required they will create request with target, facility and Customer Information. It will receive items for that request. After that Record Quest will create invoice for customers and shipping the medical items to related customers. This eliminates the conventional method of information system to healthcare domain. This project also has an Intranet phase for the Hospital for Various Departments. Hospital project developed to keep databank of the doctors specialized in particular stream, referenced doctors and about the patient. It has the facility to maintain a huge databank of patient and doctors with different authentication (login) for different category of people. This project is developed to manage the daily activities of a doctor with regards in maintaining his personnel records and scheduling staff records and scheduling patient registration details, appointments, case history, doctor’s advice, admission details, physical examination and investigation reports, Daily progress.

* **Process and Implementation:**
* Implement automation using Rational Robot and Rational Test Manager.
* Make all the scripts Data Driven using Datapool.
* Implemented the automation framework using Rational Test Manager.
* Added Intelligence in the script to make it more Robust. It was done using verification points.

**Project 3:**

**Project Name : REC-MIS**

**Role : Team Member**

**Team Size : 5**

**Environment : Windows XP, JSP, Struts, JavaScript, MYSQL**

**Project Description:**

This project deals with automation of information system developed in an integrated approach. It helped in faster processing of Financial processes and resolve remote query for different type of issues. The project REC-MIS has been taken up for REC. The functional features of the project are: Office Workflow and File Management, Sanction format processing, Physical progress of workflow & monitoring format, Fund release processing, Administrative approval process, Annual work plan module, Maintaining chart of accounts module, Maintaining Cost table module, Reports module, Query modules, User management and security module.

* **Process and Implementation:**
* Implement automation using Rational Robot and Rational Test Manager.
* Make all the scripts Data Driven using datapool.
* Implemented the automation framework using Rational Test Manager.
* Added Intelligence in the script to make it more Robust. It was done using verification points.

**Employer : Bohniman Systems Pvt Ltd ( Website: www.bohniman.com)**

**Functional Area : Testing and Software Support of MIS application**

**Designation : Software Engineer (MIS Support)**

**Tenure : From August 2005 To April 2007**

**Personal Details:**

Name : Sikha Moni Bhuyan.

Father’s Name: Late Ajit kr. Bhuyan.

Marital Status: Married

Date of Birth : 01-07-1981

Languages Known : English, Hindi, Bengali & Assamese.

**Declaration**

I hereby declare that the above-mentioned details are true to the best of my knowledge.

[SIKHA MONI BHUYAN]