Oleksandr Topolnytskyi

Data Security & Compliance Manager | Chief Operating Officer | IT Project Manager & Agile Project Manager | Accessibility Tester | WebFlow Editor | Quality Assurance Engineer

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PROFESSIONAL SUMMARY

Experienced Security and Compliance Manager with a strong background in CyberSecurity, Quality management principles and Payment Card Industry Data Security Standard (PCI DSS) implementation. Skilled in Project Management methodologies, including Agile, Scrum, and Kanban, with proven expertise in Quality Control, Quality Assurance, and Quality Management Systems (QMS). Adept at applying the PDCA (Plan–Do–Check–Act) cycle, Software Development Life Cycle (SDLC), and Software Testing Life Cycle (STLC) to deliver efficient, compliant, and high-quality projects.

HARD SKILLS

KYC & AML Compliance Policy | Cybersecurity Governance Framework and Documentation | Operating management | Risk Management | SCRUM | Kanban | Flowchart | Mind Map | SMART | OKR | WBS | RACI | RFT | Fibonacci scale & Planning poker | BDC | Velocity | 4C | INVEST | WSJF | ROAM | API Testing | Knowledge of QA Theory | Test Design Technics |

Functional or Non-functional testing | Test Plan | Check-lists |

HTML | CSS | JavaScript | Java core | SQL | REST API | JSON | XML

Tools & test manager systems:

Basecamp | Swagger | Asana | Jira | Confluence | Trello Slack | TestRail | Airtable | SAFe | uTest | axe DevTools | Chrome DevTools | Selenium IDE | Postman | MySQL | WebFlow | Visual Studio Code | IDE: IntelliJ Idea | Git/GitHub

SOFT SKILLS

Teamwork | Time management | High level of communication and organization | Responsibility | Attention to detail | Self-learning ability | Self-motivation

LANGUAGES

English –Intermediate (B1), Ukrainian – fluent.

HOBBIES

Reading of the management books | Handmade own hands | Watching detective & show with humor

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WORK EXPERIENCE

LEADPROM

KYC Manager for AML Policy

October 2025 – until now

Description: I've been creating the Anti-Money Laundering (AML) Policies in the company

Achievements:

Conducted KYC (Know Your Customer) onboarding for more than a different clients.

Data Security & Compliance Manager

April 2024 – until now

Description: I've been creating the internal rules, processes/procedures of CyberSecurity.

Achievements:

Implementation of Payment Card Industry Data Security System (PCI DSS) | Development of Policies & Processes & Methodology according to PCI DSS Standard version 4.0. | Development and implementation of Manifestos, Policies and Guides according to CyberSecurity principles | Development and implementation of Anti-Money Laundering (AML) Policies and KYC (Know Your Customer) Processes | Created a checklist for KYC onboarding.

Inclusive IT

Chief Operating Officer

December 2023 – March 2024

Description: I've been creating the internal rules, processes, and quality management in the company

Achievements:

SWOT analyze| Onboarding and coaching of people | Creating direction of services | Promotion Plan | Communication Plan | Matrix of skills | **Job Assessment Report** | Nonconformity management | Risk Management

IP Project Manager

November 2023 – until now

Description: I've been managing the different projects

Achievements:

Planning of Project in the AirTable| Executing Control of Project in the AirTable | Conducting of meeting with clients | Forming the result of closing Project | Forming the internal processes for quality work | Implementing **Burn Down Chart and** assessment **Velocity** of execution of projects

QA Manual & WebFlow Editor

March 2023 – November 2023

Description: Creating websites in the **WebFlow** Framework & **Testing** of the software

Achievements:

Web developer in the different projects at the WebFlow | Creating the check lists for Accessibility Testing an according to WCAG 2.2 | Accessibility Testing | Creating design and styling **CSS** | Cross-browser, Regressing, Exploratory, Ad-hoc, Functional testing, Bug Reporting, Validation HTML and CSS, Collaboration with team | API Testing

ISO CONSULTING
PROJECT MANAGEMENT with AGILE

Projects of implementation of quality management systems in a Software Product | since 2004 |

Description: I have managed teamwork 6+ people for the development and implementation of Management Systems (MS) according to varios International Standards in a different Ukrainian company

Achievements:

Development, implementation and coaching of: Created the Plan Projects | Agile Methodologies | Product backlog | Sprint backlog | Holding the Daily Scrums Meeting and Artifacts Update | Holding the Retrospective | Write procedures | Quality assurance (QA) in processes | Creation of quality control (QC) in the internal processes of companies | The process approach | Executing of monitoring the key performance indicators (KPI) | The Quality Management System (QMS) (ISO9001, ISO 13485) | The Information Security Management System (ISMS) (ISO27001) | The Environment Management System (EMS) (ISO14001) | The Food Safety Management (FSM) (ISO 22000).

FREELANCE | PROGRAMMING & ACCESSIBILITY TESTING

Pet Project | March 2022 – until now

Description: Web-projects **www.oleksandr.top.** Web design and programming to confirm the acquired knowledge

Achievements:

Creating functionality of your business card using **HTML** | Creating design and styling **CSS** | Creating a dynamic HTML page with using **JavaScript** | Database connection using **PHP** and using method **POST** | Passed and correction site to accord to WCAG 2.2 - **Accessibility Testing**

EDUCATION

NTU of Ukraine "Kyiv Polytechnic Institute"

COURSES & CERTIFICATES

- **Cyber.gov.au:** Small business cybersecurity guide
- **Udemy, Inc.:** The Beginners 2025 Cyber Security Awareness Training Course
- **Cybrary:** Introduction to IT Security Policy
- **Coursera:** An Employee's Guide to Cybersecurity **|** End User Security Awareness
- **Deque University:** A series of courses (12 pieces) of «Web Accessibility Testing»
- **Google courses:** "Agile Project Management" **|** "Scrum Master Certification: Scrum Methodologies" **|** 4 courses of PM: Foundations, Initiation, Execution, Risks, Closing.
- **SkillUp:** The course **"**Software Testing**"**
- **Udemy, Inc.:** The course **"**ISTQB Foundation Level 2022 Complete Training**"**
- **Meta Academy :** Training courses of Java and SQL.
- **MIMO App : Java core | JavaScript core | SQL core | Git | HTML | CSS | ES6 | Flexbox | BootStrap | OOP | React core | Phyton core**