**Monisha Babu V**

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* Result-oriented and Certified ISO 27001: 2013 Lead Implementer, Auditor and Certified BS 10012:2017 +A1:2018 (GDPR) Personal Information Management System including General Data Privacy Regulations (GDPR) with 11+ years of experience in ISMS-Information Security Management System, Data Privacy, Information Security Standards, Project Management, Vendor Relations, Risk Management, Business Continuity Management, and Client/Customer Relations
* Proven experience in the development, implementation, and maintenance of the organization's information security programs, policies and procedures
* Demonstrative ability to provide strategic and tactical security guidance for proposed projects, including evaluation and recommendation of technical controls
* Proven experience in internal and vendor audit
* Capable enough to assist and enable the organization in the daily execution of maintaining processes to reduce strategic business and information risks
* Adept at conducting risk assessments, documenting the identified threats, and maintaining a risk register
* Having a technical exposure towards Risk Management, Security Standards, Information Security – Controls, Root Cause analysis and Risk recommendations

**SKILL-SET**

* Information Security Management and Audits
* Data Privacy
* Internal Audit
* Vendor Audit
* Business Continuity Management
* Risk Management
* Documentation
* Asset Management
* License Management
* Procurement
* Project Management
* Vendor Management

**WORK EXPERIENCE**

**Process Compliance Analyst: Greytip Software Private Limited, Bangalore, Jan 2022 – May 2023**

**Key Responsibilities:**

* Responsible for creating the compliance policy and procedure documents for Product Engineering Department
* Responsible for evidence collection and submission for ISO 27001 and SOC2
* Conduct internal audits
* Conduct security awareness training at department level

**Infosec Engineer II, Mitratech India LLP (ex-INSZoom), Bangalore, Feb 2021 – Jan 2022**

**Key Responsibilities:**

* Handling the IT Team requests related to Security Assessment and request for proposal
* Responsible for revamping the existing IT Team documents with the current process or policy

**Team Lead-Infosec, INSZoom Technology & Services (India) Pvt. Ltd, Bangalore, Dec 2014 – Jan 2021**

**Key Responsibilities:**

* Responsible for developing and implementing a comprehensive plan for Information security and Data privacy
* Creating information security strategies and mitigating risks to protect all information assets
* Documenting any security breaches and assessing their damage
* Provide training and evaluate the employees on information security
* Handling the Compliance Officer for Privacy roles and responsibilities for India location

**Other Functional Roles**

* Handled a team of 4 NOC Engineers and implemented the escalation matrix for NOC Team
* Responsible for the preparation and presentation of NOC team report for executive management
* Handled L1 and L2 internal IT tickets and prepared internal and ISO related reports for ITIL Team
* Accountable for on-boarding, asset allocation, software license management, access management, material movement, off-boarding and procurement for IT assets

**Achievements:**

* Successfully implemented ISO 27001:2013 standards
* Effectively conducted internal and vendor audits as well as Security Awareness Training, and evaluation
* Created all the documentation to align with ISO 27001:2013 standards and BS 10012:2017 +A1:2018 Personal Information Management System including General Data Privacy Regulations (GDPR)
* Excellently handled client requests related to Security Assessment and request for proposal
* Acted as member of the Emergency Response Team, Information Security Incident Response Team, and Prevention of Sexual Harassment (POSH) Committee
* Successfully completed the planning and implementation of GDPR

**Awards and Recognition's**

* Achieved Employee of the Q1 in 2014
* Spot Award for Q1 and Q4 for 2015
* Outstanding Contribution and Dedication Award in 2016
* Received Employee of the Month award in March 2019

**Senior Executive, HCL Technologies Ltd. Bangalore, Sep 2014 – Nov 2014**

**Key Responsibilities:**

* Responsible for User IT account creation / deletion
* Resolved the issues / tickets raised by customers as per the define standards of time
* Created and maintained troubleshoot/self help guide for customer support
* Maintained issue logs and documented the process and the method of resolving / troubleshooting the specific ticket
* Ensured continuous learning by improving soft skills and technical skills with respect to scope of work

**PMO-IT, INSZoom Technology & Services (India) Pvt. Ltd. Bangalore, May 2012 – Aug 2014**

**Key Responsibilities:**

* Prepared project status reports by collecting, analyzing, and summarizing the information and trends
* Established and executed a project communication plan as well as reviewed and approved modifications to project plans
* Monitored and tracked project milestones and deliverable

**EDUCATION**

* B.com, Periyar University, 2011

**TRAINING & CERTIFICATIONS**

* Certified Lead Implementer Professional for BS 10012:2017 +A1:2018 Personal Information Management System including General Data Privacy Regulations (GDPR)
* Certified Lead Auditor for Information Security Management System (ISMS) (BS ISO/IEC 27001:2013) (PR320)
* Certified Lead Implementer Professional for BS ISO/IEC 27001:2013 Information Security Management System
* Stress Management Program by Ripples, 2016
* Personal Effectiveness Program by Ripples, 2016
* GDPR workshop by KPMG, 2019
* POSH-Employee Awareness Online Training, 2019

**PERSONAL PARTICULARS**

* **Date of Birth:** 9th Sep 1988
* **Languages:** Kannada and English
* **Nationality:** Indian