

Contact  
rinatmalik.com

## Top Skills

Automation Anywhere  
Project Management  
Autodesk Inventor With iLogic

## Languages

Bengali (Native or Bilingual)  
Hindi (Professional Working)  
Urdu (Professional Working)  
English (Native or Bilingual)

## Certifications

CompTia A+ Certification  
Hardware and Troubleshooting  
Automation Anywhere Advanced  
Scrum: The Basics

## Honors-Awards

TRACKS Award  
Academic Merit Scholarship  
Best Scout Of The Year

## Publications

Guide to Building a Scalable RPA  
CoE

# Rinat Malik

Self Employed in Digital Transformation  
London

## Summary

RPA Senior Consultant at Ether Solutions Ltd

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## Experience

Robots R Us Limited  
Digital Transformation Lead  
April 2020 - Present (1 year 9 months)  
London, England, United Kingdom

- Providing consultation, IT infrastructure Setup and RPA workshops to various small and medium sized businesses
- Develop highly adaptable, holistic, modular, attended and unattended robots and delivered to individual clients
- Direct businesses implement RPA infrastructure tailored to their bespoke needs, scalable for future expansion

Ether Solutions  
Senior Consultant at Ether Solutions  
October 2020 - January 2021 (4 months)  
London, England Metropolitan Area

BMW Financial Services  
RPA Implementation Specialist  
November 2019 - March 2020 (5 months)

- Implementing and increasing the buy-in of robotics across the group
- Opportunity discovery, qualifying ideas automation process and setting standard and specification for it
- Developing bots and designing a support and maintenance function which enables future scalability

BP  
RPA Technical Lead  
April 2019 - November 2019 (8 months)  
London, United Kingdom

- RPA Technical Lead at BP (via InfoSys Consultancy) using Automation Anywhere.
- Managing near-shore development team and offshore support and maintenance team to deliver well rounded RPA implementation.
- Helped build the support and maintenance function within the BP Federated Upstream CoE
- Advise and support the dev team on technical challenges as well as take on more complex robotics projects and carry out development from start to finish.
- Ensure all robot codes meet the compliance requirements, CoE standards and best practices, Digital Security standard. Perform internal code review on all robots to ensure that these are followed.
- Chair the daily stand up meetings and directly report to senior stakeholders, product owners and sponsors with business metrics and insights.
- Play a key role in process discovery and qualifying opportunities based on return on investment. Being the source of technical answers, carrying out demos and translating technical details into understandable business language.

## T-Impact Ltd

### Robotic Process Automation (RPA) Technical Lead

November 2018 - April 2019 (6 months)

London, United Kingdom

#### Operations & Management Responsibilities:

- Oversee and provide guidance to junior developers and technically mentor them to achieve their KPIs
- The adoption of ISO27001 standards and obtaining the certification
- Currently setting up the Robotics Centre of Excellence (CoE) to manage robots at scale and define best practices to increase efficiency. Have set up the robotics lifecycle management system.
- Risk reduction and risk management in a structured way. Produce risk assessment guideline and BCM procedure.

#### Technical Responsibilities:

- Automating the complex of processes with the biggest clients of the company, delivering turn-key solutions.
- Configure and deploy UiPath Orchestrator Tenant environment for individual customers.

- Admin of and configure the master UiPath Orchestrator to suit business and customer needs
- Setting up Jira ticketing system to support robot lifecycle management internally and manage the service desk for clients to raise tickets.
- Clear understanding of Artificial Intelligence and machine learning and work with big data

## UBS

### Robotics Process Automation Consultant

February 2018 - November 2018 (10 months)

London, United Kingdom

Robotic Process Automation Expert using Automation Anywhere

Working in the Finance Robotics Technical COE team. Located in London, providing services across the globe. Responsible for supporting and maintaining the Finance Robot population on a day to day basis, as well as building an in-house development capability.

- Design, develop, implement and maintain Software Robots for Group Finance
- Define and build UAT, go-live and support / maintenance protocols
- Mentor and train junior developers and maintenance/support staff
- Carry out code reviews as part of the Software Delivery Life-cycle to ensure quality / stability of code
- Provide support for Finance software robots
- Development of reusable robot code / libraries supporting the Finance robot estate
- Work with Finance IT application owners/development teams to ensure sound integration of robots with core systems
- the go-to person for the latest development innovation
- imaginative and creative with emerging technologies and look at development from a different perspective

#### Skills:

- Strong software troubleshooting skills
- Understanding of programming constructs and languages
- Strong organisational, problem-solving and analytical skills
- A key player in setting up the Centre of Excellence for robotics and owner of several key processes within the Finance Robotics CoE.

- Responsible for supporting and developing the Finance Robot population, as well as building an in-house development capability.
- Offshore management. Able to manage people offshore and create business controls in place to ensure offshore management is carried out at a reduced risk.
- Work with Finance IT application owners to ensure sound integration of robots with core systems such as Business Objects, SAP and all internal packages.
- Involved in design and implementation of full robot life cycle from conception to completion.
- Carry out Robot creation, opportunity assessment, code review, UAT testing and prod deployment.

## HoloVis International

### Solutions Architect

July 2013 - August 2016 (3 years 2 months)

Lutterworth

As a solutions architect, create, develop and lead the delivery of world class solutions to the most demanding of clients on a global basis through providing high impact CAD design contributions based primarily on Autodesk Inventor and other packages. Pre-sales activity, simple and complex design work, prototyping, solution development, technical problem solving, building components and installation requirements.

- Implementation of CAD skills to an advanced level in mechanical design and consistent demonstration of capabilities in optical design modelling.
- A major and pro-active player in driving forward the company strategy, especially from a design perspective.
- Producing CAD drawings to the right quality on time in compliance with relevant standards
- Perennially add additional values to the basic requirements through making pro-active suggestions and contributions.
- Work closely with the Software Team in the development and delivery of new, cutting edge solutions.

- Creating production-ready drawings as required and supporting the Business Development team in producing high impact design models.
- Contributing to site surveys, technical reviews and fact finding missions to the highest professional standards.
- Preparing technical data to include in written sales opportunities and to lead and support client presentations and pitches.
- Contributing to the building, installation and maintenance of Holovis solutions.

## Norman Hay Engineering

### Design Engineer

February 2012 - July 2013 (1 year 6 months)

- Design of company products in line with company standards, relevant regulations and current national and international legislation Produce drawings, parts lists and specifications of the products for manufacturing in workshop.
- Ensure that all information and drawings conform to the required quality standards.
- Maintain technical construction files at all times.
- Source parts for use on equipment, ensuring that where possible, they are selected from the company's published lists of standards.
- Pass to Purchasing Department all necessary information about the parts required.
- Maintain drawings to the correct issue, ensuring that amendments are carried out and copies of the drawings are distributed to the relevant departments.
- To maintain technical files and ISO Standards.
- Maintain good house keeping of CAD files on both the local machine and within the Network.
- Produce information in a sequence and in a time frame that match the needs of Production.

- Produce pneumatic and schematic diagrams.
- Produce supporting documentation in the form of manuals and process sheets etc. necessary for the equipment.
- Provide design support to manufacturing, R&D and sales.

## Coventry University

### Student Ambassador

October 2010 - October 2011 (1 year 1 month)

Representing the university in different events to the prospective students -  
Face of Coventry University

#### Key responsibilities:

- This is one of the most important marketing roles within the university.  
I represented the whole university student experience and lifestyle to our prospective students and their parents.
- Attending various events representing and promoting the university to a wide range of clients.
- Duties included admin work in office, constantly keeping contact with the clients over the phone, leading campus tours and directly market the university, managing promotional materials, managing teams on Open Days, assisting clients with the admission process, dealing with any client problems and many more.
- Assisting school and college students in different events and inspiring them to carry on studying towards a university degree.

## Tube Lines Ltd

### Assistant Technical Manager

July 2009 - September 2010 (1 year 3 months)

Canary Wharf, London

Small scale (Up to 500k) engineering project management. Coordinating with different contractors and ensuring that the project was complete by the deadline.

This included:

- Active participation in every stage of a project, from receiving the works order through project completion. Planning, estimating, scheduling and cost control.
- Liaise with manufacturing, design, CAD, procurement and other departments to control and balance the project progression. This gave a thorough and practical multi-disciplinary experience.
- Support of the Technical Manager in implementation of techniques.
- Working with tracks engineers on site, reviewing design drawings and other engineering tasks.
- Ensuring that all current legislation and Engineering Standards were complied with by inspection.
- Gaining all necessary assurance approvals to deliver the project on time.
- Support the development & management of departmental management plan, including a robust audit process which required outstanding ability to give attention to details.
- Assist in addressing and managing improvements of the company's Safety, Health and Environmental performance which broadened my views about corporate responsibility and ethics.
- Review and ensure that the documents received from the contractors met British and company specific standards. This demanded a dynamic understanding about application of standards.
- On-site inspection during and after construction to ensure that work is done according to the design plan and meets all of the legal and standard requirements.
- Liaising within different departments to ensure smooth progression of projects.

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## Education

Coventry University

PgDip in Systems & Control Engineering, Industrial  
Engineering · (2016 - 2018)

Coventry University

BEng (Hon's), Mechanical Engineering · (2007 - 2011)