HILDA ZAKIATUN NUFUS

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Entry-level GRC & Automation Engineer with a proven ability to design and deliver powerful automation tools that streamline enterprise workflows and drive ISO 27001 compliance. Skilled in Python and Google Apps Script to significantly enhance operational efficiency. Knowledgeable in cloud fundamentals, containerization, and software development best practices. Detail-oriented and dedicated to creating reliable, scalable automation solutions that strengthen security operations and ensure audit readiness. *Explore my work & projects at* hildanufus.com.

EDUCATION

UNIVERSITY of PEMBANGUNAN NASIONAL "VETERAN" JAKARTA
Bachelor of Computer, Informatics   *2021- 2025*
Relevant Coursework: Data Warehouse, Database Management, Programming Fundamentals, Data Structures, Artificial Intelligence & Machine Learning, and Network Computing.

PROFESSIONAL EXPERIENCE

PT SUPERBANK INDONESIA   *Hybrid*
Superbank is a digital bank under Grab and Singtel. Working in a fast-paced start-up environment.

Security Assurance - Information Security   *May 2024 – May 2025*
Information Security & Compliance
- Monitor the implementation of Information Security initiatives to ensure adherence to security best practices and compliance regulations.
- Develop and implement Information Security procedures to meet governance and compliance standards.
- Provide technical writing support in investigations related to Information Security.

ISO 27001 Compliance
- Lead and maintain the Information Security Management System (ISMS) based on ISO 27001:2022.
- Evaluate and maintain the Statement of Applicability (SoA) to align with security controls.
- Monitor and track the completion of security objectives aligned with ISO 27001 requirements.
- Coordinate internal and external audits, including managing remediation efforts.

User Access Review Management
- Perform User Access Reviews (Tier 1, 2, 3) & User Access Matrix.
- Develop and automate reminder systems for User Access Reviews and User Access Matrix using Google Apps Script.
- Manage User Access Controls to ensure compliance with security best practices and regulatory requirements.

Privileged Access Management
- Monitored Power User access requests and hands-on in tracking evidence submission to ensure access
- accountability.
- Oversaw Dual Custody implementation and directly monitored supporting evidence to meet compliance standards.
- Developed automation sync system using Google Apps Script to sync Power User request data from Google Forms to the internal tracker.
- Automated evidence submission tracking by syncing form responses with the centralized internal track.

Third-Party Risk Management
- Manage Vendor Security Assessments (VSA) for third-party vendors.
- Track and ensure remediation of open items in VSA for security compliance.
- Develop and automate reminder systems for VSA using Google Apps Script.

Security Awareness & Policies
- Conduct security awareness campaigns through Email and Slack.
- Develop and review information security policies and procedures.
- Deliver infosec awareness sessions for new joiners, both online and offline.
- Research topics, design materials, and create scripts for bank-wide infosec awareness initiatives.

PT DICODING AKADEMI INDONESIA   *Remote*
PT Dicoding Akademi Indonesia through Bangkit Academy is a technology education platform that produces global standard digital talents.

Bangkit Academy 2024 Cohort - Machine Learning Path   *Feb 2024 - June 2024*
- Developed the machine learning model to analyze menstrual cycle data and generate predictive insights, while the final product integrates cloud computing and mobile development.
- Used Python for building the model, applying data preprocessing, feature engineering, and machine learning techniques to visualize patterns and support business decision-making.
- Collaborated with cloud and mobile teams to ensure seamless integration of the model into the final product.

PROFESSIONAL PROJECTS

ISO 27001:2022 PT Superbank Indonesia   *Nov 2024 - Feb 2025*
- Lead and maintain the ISMS (Information Security Management System) to ensure compliance with ISO 27001:2022.
- Conducted gap assessments to identify compliance and operational gaps, and updated Standard Operating Procedures (SOPs) and other internal documentation to align with security policies and regulatory requirements.

Automation Reminder System & Sync System using Google Apps Script   *Nov 2024 - Feb 2025*
Built to reduce manual workflows for internal teams and ensure stakeholder awareness of mandatory security compliance documentation.
- Automatically sends email reminders to relevant users for User Access Reviews (UAR), Power User Usage tracking, and Vendor Security Assessments (VSA) using Google Apps Script.
- Syncs supporting documents submitted via Google Forms directly to Google Drive, making it easier to track Power User access evidence.
- Improved workflow efficiency of the internal team by over 70%, eliminating manual reminders, follow-ups, and sync documents.

GRC Google Workspace Automation Tools   *March 2025*
Built to automate the IT GRC (Governance, Risk, and Compliance) request intake, notification, and evidence tracking workflow using Google Apps Script.
- Automatically generates Ticket IDs from Google Form submissions and sends personalized email notifications to requesters in real-time.
- Syncs request data to an internal tracker for easier monitoring and audit readiness without manual input.
- Automatically creates Google Drive folders per ticket, copies submitted evidence files, and updates tracker status with evidence submission links.
Repository: automated-ticket-tracker-google-apps-script

CI-Based Email Reminder Automation   *June 2025*
Built to improve scalability and maintainability of the previous reminder system. Migrated from Google Apps Script to a more robust CI/CD pipeline using GitHub Actions and Python.
- Rebuilt the reminder automation system using Python, GitHub Actions, and Google Sheets API
- Developed a CI/CD-driven email reminder system using Gmail SMTP, secured with GitHub Secrets, and scheduled via cron
- Enhanced maintainability and flexibility compared to previous implementation.
Repository: email-automation-reminder-github-actions

Flask App Deployment with Cloud Run   *June 2025*
Built as a deployment-ready API project to demonstrate modern CI/CD, containerization, and secure cloud deployment practices.
- Built and containerized a Flask REST API with a `/tasks` endpoint.
- Implemented CI/CD pipeline using GitHub Actions, Docker, and Google Cloud Run.
- Applied Infrastructure-as-Code (IaC), used GitHub Secrets, and deployed securely via Artifact Registry.
Repository: flask-cloudrun

MyBlossom   *May 2024 - June 2024*
Developed as a Capstone Project for Bangkit Academy, MyBlossom is a menstrual cycle tracking app that leverages machine learning to help users monitor menstrual health through personalized predictions and insights.
- Contribute to MyBlossom, a menstrual cycle tracking application that helps users monitor their menstrual health by predicting cycles and providing insights based on their data. The app uses machine learning models to analyze user inputs (such as cycle length, last menstruation date, and mood) to provide personalized predictions.
- Develop machine learning models using Python to analyze data and support business decision-making.
- Perform data collection, scraping, and analysis to create predictive models and visualizations.
Repository: MyBlossom

LEADERSHIP & VOLUNTEER EXPERIENCE

KSM Multimedia UPN Veteran Jakarta
KSM Multimedia at UPN Veteran Jakarta is a study club focused on IT fields like web development, game development, graphic design, and motion graphics.

Human Resource Development Internal Staff   *Feb 2022 - Dec 2022*
- Help connect students and members of KSM Multimedia at UPN Veteran Jakarta to encourage teamwork.
- Create a positive and lively environment in the organization.
- Assist with activities and events using my experience as a Project Officer.
- Interview candidates applying to join KSM Multimedia and assess their fit for the team.

CERTIFICATION

Deep Learning AI Tensorflow Developer Specialization   *Apr 2024*
Tensorflow: Data and Deployment Specialization   *May 2024*
Machine Learning Specialization   *Apr 2024*
Mathematics for Machine Learning and Data Science   *Mar 2024*

SKILLS

- **Programming & Automation Skills**: Python, SQL, HTML, JavaScript, Google Apps Script, Basic scripting (Bash)
- **Cloud & Infrastructure Basics**: Google Cloud Platform (GCP), Docker (containerization basics), Cloud fundamentals
- **Enterprise & IT Operations Tools**: Jira, Slack, Google Workspace, Microsoft Teams, Ticketing systems
- **Cybersecurity & Compliance**: ISO 27001, NIST, User Access Management, Privileged Access Management, Vendor Security Assessment, Risk Management, ISMS, Compliance Automation
- **Soft Skills**: Remote Collaboration, Communication, Problem-Solving, Self-Management, Fast Learner, Teamwork
- **Languages**: English (Full Professional Proficiency), Indonesian (Native)