

# HILDA ZAKIATUN NUFUS

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GRC Analyst with **hands-on experience** in implementing **ISO 27001**, managing **access control**, and supporting **security operations** in **digital banking**. Skilled in **automating compliance processes** using **Python**, **GitHub Actions**, and **Google Apps Script** to improve **efficiency** and **audit readiness**. Experienced in handling **internal audits**, **user access reviews**, and **third-party risk assessments**. Able to work **independently** or with **teams**, with strong **attention to detail** and **communication skills**.

## 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 & PROJECTS

### 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.

##### Vendor Security Assessment (VSA) & 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.

### **Automation Ticket Tracker Google Apps Script**

*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](#)

### **Automation Reminder System using Github Actions**

*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 CI/CD on Google 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 AND 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

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<u>Deep Learning AI Tensorflow Developer Specialization</u>	<i>Apr 2024</i>
<u>Tensorflow: Data and Deployment Specialization</u>	<i>May 2024</i>
<u>Machine Learning Specialization</u>	<i>Apr 2024</i>
<u>Mathematics for Machine Learning and Data Science</u>	<i>Mar 2024</i>

## SKILLS

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- **Programming Languages:** Python, SQL, HTML, JavaScript.
  - **Tools & Platforms:** Jira, Google Apps Script, Google Workspace, Git, GitHub Actions, Docker, Google Cloud Platform (GCP), Slack, Canva, Figma, Microsoft Teams.
  - **Cybersecurity & Compliance:** ISO 27001, NIST, CIS, PCI-DSS (familiar), User Access Management, Privileged Access Management, Vendor Security Assessment, Risk Management, ISMS, Compliance Automation.
  - **Soft Skills:** Remote Collaboration, Communication, Self-Management, Problem-Solving, Fast Learner, Teamwork.
  - **Languages:** English (Full Professional Proficiency) & Indonesian (Native).