

Contact

jsudheer81@gmail.com

www.linkedin.com/in/j-sudheer-aaa54928 (LinkedIn)

Top Skills

Talent Acquisition

CRM

Enterprise Risk Management

J Sudheer

Sr. Process Manager at American Express
Gurgaon

Experience

American Express

Sr. Process Manager

February 2019 - Present (1 year 7 months)

Gurgaon, India

1. Working on American Express Third-Party Risk Management Programs (TPRM) programs against TPRM leading industry practices and financial regulatory guidance.
2. Developing and maintaining relationships with various stakeholders i.e. Business Units, Category Managers, risk and control functions and subject matter experts (such as Compliance and Ethics, Privacy, Information security, Sarbanes Oxley and credit risk management etc.)
3. Evaluate/ Validate and Execute third-party risk assessments in accordance with standards established regulators and risk SMEs. Document the results of the risk assessment by way of Centre of Excellence Risk Assessment reports and publishing the same to business leaders for final sign-offs.
4. Escalate higher Risk related issues/ gaps and areas requiring the use of judgement to Subject Matter Experts, leaders and Vendor Risk Management Committee.
5. Track and manage exceptions and gaps in systematic manner in a systematic manner. Work with Third-Parties and business unit stakeholders, including analysis related to aging.
6. Performing due diligence review of suppliers due diligence documents (i.e. policy/procedures) against various risk pillars like Compliance, Privacy and Reputation risk.
7. Process Improvements – Manage changes to the process in a manner that ensures all stakeholders requirements are met and business requirements are satisfied.

Tata Consultancy Services

Manager - Risk and Compliance

December 2015 - February 2019 (3 years 3 months)

Gurgaon, India

Managing and mitigating the operational risk associated with Third-Party suppliers for a leading global financial institution.

Third-Party Risk Advisory Role

- > Due Diligence of Service Review Form's, Statement of Work (SoW) and supplier contracts.
- > Confirming and reviewing supplier information, service description and other relevant details with the Business units and Category managers.
- > Performing Third-Party Risk Assessment and deriving Risk ratings under various risk pillars.
- > Identifying and reviewing the required due diligence documentation for various risk pillars.
- > Acting as Functional risk manager
- > Coordinating with Quality Auditors, Business Units and other stakeholders to obtain necessary risk approvals/sign-off's.
- > Issuing final Risk Assessment report with necessary recommendation to Business Units, category managers and other stakeholders.
- > Conducting periodic review of operational risk triggers, Business continuity planning and testing.

Accenture

Sr.Analyst – Global Risk and Compliance Team

March 2015 - December 2015 (10 months)

Noida Area, India

- > Support in performing Quarterly and Annual SOX compliance testing.
- > Develop strong understanding of policies and procedures, as well as compliance and risk regulations, to appropriately mitigate risk/exposure.
- > Support in performing procurement sub-process audit from the compliance prospective.
- > Support in performing Contract Audit and Process Risk Self-Assessment testing.
- > Provide guidance and assist business units in getting the risk assessment process completed to comply with the procurement policies and regulatory compliance
- > Working with Contract Managers and compliance teams to drive compliance programs with new and existing procurement policies
- > Support Business Partners in achieving the Control Rating Goals issued by Compliance Groups
- > Ensure completion of Supplier Risk Assessments and closure of identified process gaps

Concentrix India Pvt. Ltd. [Formerly known as IBM Global Process Services]

Assistant Manager – Global Internal Audit Team

April 2014 - March 2015 (1 year)

Gurgaon, India

- > Work with process executors and owners to ensure SOX related transactions have been verified in a timely manner
- > Conduct regular independent audits of SOX (KCO's And KCFR's) related transactions to ensure consistent processing and documentation.
- > Report findings and any potential concerns from the conducted audits to policy/process owners and Top Management.
- > Performing SOX testing on US and Canada Payroll Controls for Synnex Corporation.
- > Performing testing on accounting transactions in General Ledger and Bank Reconciliation.
- > Checking project specific cost related accounting entries in General Ledger under specific accounting codes (Cost center Codes).
- > Process Designing - Creating consolidated Process Flow Charts (Payroll Process and other upstream processes with cascading impact on the payroll).
- > Drafting Test Plan – Creating a proposed test plan (Testing Attributes) to perform testing on overall processes basis the risk (i.e Risk based approach)
- > Preparing Audit cover page (Payroll Summary)for any audits/reviews
- > Performing validation on various Processes/Policies/Artifacts (new process and updation in existing processes) on process document and flow chart to ensure consistency and tagging all key controls from SOX Controls prospective.

IBM Global Process Services

10 years

Assistant Manager - HR Business Controls (HR Compliance And Risk Management)

September 2010 - March 2014 (3 years 7 months)

Gurgaon, NCR

- > Conducting Monthly SOX Testing (HR Processes)
- > Ensuring all HR processes and policies incorporate appropriate control mechanisms.
- > Conducting monthly sample based Testing and publishing Monthly Compliance Reports.

- > Coordinating for SSAE16 control's (for HR Vertical's) for major Financial CoE and performing data validation for external Audits
- > Performing validation on various HR Processes/Policies/Artifacts (new process and Updations in existing processes) on process document and flow chart to ensure consistency and tagging all key controls from SOX Controls prospective.

Lead - HR Recruitments (Talent Acquisition Unit)

July 2008 - September 2010 (2 years 3 months)

Gurgaon, NCR

- > Handled hiring exclusively for a major Financial CoE's to ensure the hiring requirements are met as per the specified timelines.
- > Browsing through various job sites like Monster.com, Naukri.com for conducting interviews.
- > Close interaction with the vendor-head and channel partners for sourcing profiles.
- > Managing And Mentoring the new Recruiters with respect to complete recruitment process, starting from job posting, portal search, telephonic screening, MIS, coordination, client interaction and the interview process

Sr. Customer Care Executive

April 2004 - June 2008 (4 years 3 months)

Gurgaon, India

Worked in a banking process providing front end customer service to U.S. based customers with regards to their bank accounts (phone banking). Also, worked as a SME (Subject Matter Expert) for 12 months in the same process.

Global Vantage Pvt. Ltd

Collections Executive

February 2003 - March 2004 (1 year 2 months)

Gurgaon, India

Worked in First Party collections for a Major US based Telecom company.

Education

Delhi University

in B.Com, Pass · (1998 - 2001)