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| **Personal**  **Particulars** | |  |  |  | | --- | --- | --- | | Address | : | No. 137, Jalan Elektron U16/89, Seksyen U16, Denai Alam,  40160 Shah Alam, Selangor | | Telephone | : | +603 – 78311654 (Home)  +6019 – 3074897 (Mobile) | | Email | : | [mlsrv@yahoo.com](mailto:mlsrv@yahoo.com)  [syedabdulqader@gmail.com](mailto:syedabdulqader@gmail.com) | | Date Of Birth | : | 15 September 1975 | | Nationality | : | Malaysian | |
| **Summary** | Presently heading Group Internal Audit & Compliance Division at Time dotCom Berhad (Time DotCom Berhad is a public listed company and the second largest fixed line telecommunication provider in Malaysia). Has more than 13 years of Internal Auditing experience in banking, airline and telecommunication industry. Has obtained Bachelor Degree in Applied Science (Hons) from University of Science Malaysia (USM), Certified Information System Auditor (CISA) by ISACA and Charted Member of The Institute of Internal Auditors. Reports functionally to the Group Board Audit Committee and administratively to the CEO.   Played key role in implementing Audit Management System (Team Mate) and Continuous Monitoring & Auditing (CMA) projects while in Malaysia Airlines. Strong data analytical skills using various Computer Aided Audit Tool (CAAT) tools i.e. IDEA, ACL. |
| **Experience** | **Head of Division**  **Group Audit & Compliance**  **TIME DOTCOM BERHAD**   |  |  | | --- | --- | | **Position** | **Date** | | Head of Division | 10 September 2012 - Current |   Functionally reporting to Audit Committee and administratively reporting to CEO, my job responsibility includes managing Group Internal Audit & Compliance. The audit function covers TIME DotCom Berhad and its subsidiaries. Responsible in evaluating and reporting group wide business activities, issues and concerns. This includes identification of audit risks and development of recommendations, needed process changes and mitigating controls. Have designed and directed COSO based audit program / plan and allocation of audit resources. Apart from that, have implemented the use of CAATs (IDEA) tool in the department.  Accomplishment:   1. Set the strategic direction of the internal audit function based on the strategy and the internal audit charter. 2. Transformed Internal Audit Department to fully embrace data analysis in all audit assignments (which ever possible) to increase the sample size which is the key in improving audit coverage and quality. 3. Developed internal audit function's budget for review and approval by the Board of Directors. 4. Executed the audits based on the strategic internal audit plan. 5. Examined and evaluated the adequacy and effectiveness of internal control systems and procedures. 6. Identified risk management issues and internal controls deficiencies. 7. Coordinated with department heads to discuss audit findings for their respective area including corrective actions and recommendations. 8. Examined and evaluated the information systems across the organization; recommending controls to ensure system reliability, business continuity, data security and integrity. 9. Established KPI for internal audit staffs and undertaken periodic PMS assessment. 10. Noted a total of RM 1.8 million (as at Dec 2013) in cost savings / recoveries from operational audits, investigations and projects reviews.   ­­­­­­­­­­­­­­­­­­­  **Head of Corporate Integrity**  **Audit & Consulting Services**  **AIR ASIA BERHAD**   |  |  | | --- | --- | | **Position** | **Date** | | Head of Corporate Integrity | 3 October 2011 – 29 June 2012 |   Reporting to Regional Head of Audit & Consulting Services, my job responsibility includes managing Information System Audit function for entire Air Asia Group covering Air Asia Malaysia, Thailand & Indonesia. Apart from that, I’m also overseeing Credit Card Fraud detection function and undertaking Continuous Monitoring & Auditing project for Air Asia Group.  Accomplishment:     1. Conducted Information System related audits:  * Review on Navitaire User Access Management * Data Analysis on Revenue Leakages associated with Fare Override, Name Change and Write Off / Write Forfeit  1. Project Manager – To rollout Continuous Monitoring & Auditing for Air Asia Group. 2. Project team (as an advisor) for implementation of invoices processing through Cloud Computing. 3. Conducted IS Audit Risk Assessment for Air Asia Group to develop Long Term IS Audit Plan. 4. Currently in the midst of undertaking fraud risk assessment which will be used as indicators for Continuous Monitoring project. 5. Project team (Advisor) - PCI Compliance implementation 6. Review and approve fraud investigation reporting 7. Custodian of Whistleblower Policy for Air Asia Group.     **Senior Manager**  **Audit & Business Advisory**  **MALAYSIA AIRLINES SYSTEM BERHAD**   |  |  | | --- | --- | | **Position** | **Date** | | Senior Manager | 1 May 2010 – 15 September 2011 | | Manager | 8 May 2007 – 30 April 2010 |   Reporting to Vice President, Audit & Business Advisory, my job responsibility includes overseeing Information System Audit function for MAS Group. Apart from that I was tasked to roll out Continuous Monitoring & Auditing and to administer Audit Management System (Team Mate System) for the department.  Accomplishment:   1. Conducted Information System related audits  * Application System Review: Revenue Accounting System (RAPID) * Oracle Database Review * Pre-Implementation Review – RAPID Cargo * Post Implementation Review – PSS DCS * IT Governance Review * Application System Review – iHRMS * Application System Review – Flight Scheduling System (MASKEDS) * Application System Review – E-Promis (In House Developed) * Review on Disaster Recovery Plan (DRP) * Review on Benefit Realisation – Flight Planning & Flight Following Sys * Review on Benefit Realisation – Passenger Service System * Review on Software Licensing * Review on Data Management * Application System Review – Integrated Financial System (IFS) * Review on VMWARE * Review on Database – MSSQL & Oracle * Audit on E-Commerce * Audit on ENRICH (MAS Loyalty Program) * Review on Anti Virus Management  1. Involved as an advisor in major IT projects i.e. PSS, ERP etc 2. Facilitated Deloitte in conducting Aircraft Situation Display to Industry (ASDI) audit on Flight Planning and Flight Forwarding (FPFF) System. 3. Successfully implemented Team Mate system version 8.2 (Audit Management System) and subsequently upgrading to version 9.0 for Audit & Business Advisory department (Project Manager). 4. Conducted operational audit at Johannesburg Station – South Africa and Istanbul station - Turkey. The audit covers operational aspect which includes station management, sales & marketing, Human Resource etc. 5. Conducted Information Security assessment audit on outsourced vendor based in Dubai, UAE and Bucharest, Romania. The audit includes IT physical and logical security, business continuity management, incident management, data privacy management and service level management. Conducted site visit to bureau service center as well as data center. 6. Project team – Implementation of “Virtual Office” for the department. 7. Involved as an advisor in Project Risk Session for MAS Core System – Passenger Service System. 8. Observer – Disaster Recovery Exercise (Year 2007, 2008 & 2009). Produced observation report. 9. Conducted special audit on Go Show & No Show activities in MAS. Using audit analysis tool “IDEA”, we have taken in-depth data analytics to determine if Fare rules were violated due to Go Show & No Show activities. 10. Conducted audit on Data Management practices in MAS and worked with Group IT in setting up Data Management Unit to facilitate the development of Data Management Framework for entire MAS (includes subsidiary). The audit was undertaken with reference “The DAMA Guide to The Data Management Body of Knowledge (DAMA – DMBOK Guide)”. 11. Appointed as Project Manager to roll out “Fraud Risk Dashboard” in MAS. The dashboard covers 20 critical fraud risk indicators of the organization. The dashboard was integrated with the Corporate Email system for timely assessment and rectification on exceptions noted. 12. Involved in MAS ERP project at the capacity of advisory role. MAS has awarded ERP project to SAP and will be rolling the following modules by 2012: - Finance  * Procurement * MRO   **­­­­­­­­­­­­**  **Manager**  **Fraud Risk & Information Security Assurance**  **HSBC ELECTRONIC DATA PROCESSING SDN BHD**   |  |  | | --- | --- | | **Position** | **Date** | | Manager | 30 October 2006 – 30 April 2007 |   Reporting to Vice President, Functional Security & Fraud residing in Hyderabad, India, my job responsibility includes conducting review on critical system process to determine fraud related risks and to propose to management appropriate controls to mitigate those risks. Apart from that, I was tasked to undertake ad hoc fraud investigations.  Accomplishment:   1. Conducted review on Malaysia laws related to fraud and information assurance activity. 2. Conducted risk assessment on critical banking processes. 3. Conducted review on Impact by Data Protection Act (UK) towards UK banking processes that resides in Malaysia. 4. Participated in Information Security Management System (ISMS) project for HDPM. 5. Have successfully conducted 2 major fraud investigations in Malaysia and Philippines. Both the frauds were system related and involve reviewing system audit trail/log and liaise with Internet Service Provider (ISP) to determine IP address location / origin.   ­­­­­­­­­­­­­­­­­­­  **Manager / Head IS Audit**  **Group Audit & Examination**  **BANK PEMBANGUNAN MALAYSIA BHD**   |  |  | | --- | --- | | **Position** | **Date** | | Manager / Head IS Audit | 15 February 2006 – 29 October 2006 | | Senior Executive | 1 July 2005 – 14 February 2006 | | Executive | 16 April 2003 – 30 June 2005 |   Reporting to the Chief Internal Auditor. Being Head of IS Audit, my responsibility includes leading IS audit team in auditing Bank Pembangunan’s IS related activities. This includes active participation in IS project management consultation and risk assessment. The scope of work includes reviewing the adequacy and compliances of the Bank Pembangunan’s Information Technology Division and system project management with IS governance, security and control best practices that includes BNM’s (Central Bank of Malaysia) Guideline on Management of IT Environment (GPIS 1).  Accomplishment:   1. Participate at the capacity of advisory and consultant role in various IS projects and system implementation. 2. Conducted audit review on business application systems and have provided recommendation to management on the steps required in rectifying the weaknesses noted in the operational procedures, and security and controls parameters of the application systems. The system and areas covered are as follows:  * Loan System * Human Resource System * E-Loan tracking * E-GMR (General Monthly Reporting) * E-Perubatan  1. Participate at the capacity of advisory and consultant role in various projects management and outsourcing of IS function to ensure that the information assets and interest of Bank Pembagunan are adequately protected and in compliance with its methodology and regulation.  * Islamic Financing System * Treasury System (Dana Manager) * Finance System (Finance One) * ALM System * Document Management System * Human Resource System  1. Conduct technical audit review of the operating systems such as Windows 2000/NT and HPUX. Vulnerability assessments were conducted to look into the processes and settings on the operating systems. In addition, advised the management on the recommended technical system parameters and procedural controls based on the international best practices to achieve an optimal level of the security and controls. 2. Conducted various performance analysis and penetration tests on operating system, network and database using tools (i.e. Lophtcrack, John the Ripper, LanGuard, Nessus, TOAD) 3. Evaluate and act as advisory and consultant role in selection of software and hardware vendors. Advised the management on the recommended security solutions and architecture for Bank Pembangunan Information System operation. In addition, the proposed information system security architecture design and functionalities from respective vendors were assessed to ensure that the design is based on the international best practices to achieve an optimal level of the security and controls. The system and areas covered are as follows: -  * Firewall * Anti – Virus * Intrusion Detection System (IDS) * LAN Network upgrade  1. A member of the Business Continuity Management Working Committee, acting as advisor in developing and formulating Bank Pembangunan Business Continuity Plan. Participated as an advisor for Disaster Recovery project for IT Department. 2. Conduct Backup and recovery assessment. The review looked into the backup and recovery processes, including preventive maintenance and handling of backup tapes. 3. Actively involved at the capacity of advisory role in the bank merger process (between Bank Pembangunan & Infrastruktur Malaysia Bhd & Bank Industri & Teknologi Malaysia Berhad) that covers system integration, migration, data conversion & more. 4. Conducted audits on system related frauds.   **Assistant IT Manager**  **IT Department**  **DATA LINK NETWORK SDN. BHD.**   |  |  | | --- | --- | | **Position** | **Date** | | Assistant IT Manager | 1 January 2003 – 31 March 2003 | | Network Coordinator | 1 January 2002 – 31 December 2002 | | System Operator | 1 June 2000 – 31 December 2001 |   Data Link involves in electronic healthcard network, connecting almost 60 hospitals and 250 clinics nationwide. Being a third party administrator for major insurance clients, Data Link has developed software’s that able to capture data through credit card terminals and process it before being channeled to insurance companies.  Reporting to IT Manager, my job responsibility includes active participation in IS-related activities which includes the following:   * Ensuring that the information assets of the organization are adequately protected and in compliance international healthcare and insurance methodology and regulation. * Recommending acceptable controls to be implemented in new and enhanced computerized applications. * Constantly reviewing organization’s operational procedures and manuals. * Prepare audit guidelines and programs   Accomplishment:   1. Involved with various types of system project life cycle that are mainly focusing on the management, security and controls of the system, during the development stage, user acceptance test and implementation stage. Some of the projects are as follows:  * Electronic Data Clearing House (EDCH) * Payor Management System * Client Utilization Management system * Clinic Management System   Job responsibilities are to ensure that adequate security and control imposed to access control, data validation, data control and integrity, password management, backup recovery, reporting, reconciliation and audit trails during the management of the project life cycle.   1. Involved in reviewing system application that had successfully implemented to production. The objectives are as stated below: -  * Identify the major objectives and benefits which had been achieved and those which have not been achieved. * Determine major inefficiencies and ineffective functions as well as problems encountered by users. * Verify the adequacy of physical and logical security and proper segregation of access rights. * Ensure adequate backup of systems and resources for effective disaster recovery. * Identify major weaknesses and problems encountered in the project life cycle and ensure proper actions taken.  1. Involved in several system auditing, which cover the followings: -  * Conducting a review on computer management control, operating system, computer operation, computer security, system development control, disaster recovery, data integrity, system security etc. * Preparation of audit report for the system audit performed.   Apart from the experience of conducting system auditing, I’m also familiar with different type of operating system administration and databases, WINDOWS NT/2000, HPUX and Oracle 8/8i.   1. Actively involved in Computer Disaster Recovery plan formation and testing with IT Department.   **­­­­­­­­­­**  **IT Executive**  **PENANG GOLF RESORT SDN. BHD.**   |  |  | | --- | --- | | **Position** | **Date** | | IT Executive | August 1999 – 31 May 2000 |   Penang Golf Resort Sdn Bhd is a subsidiary of UDA Holdings Bhd.  Reporting directly to Managing Director, my responsibility includes maintaining key applications:   1. Human Resource Management System (MCSB System) 2. Golf Management System (Albatroz System) 3. Point Of Sales System (POS)   Apart from that, I’m also responsible for managing daily system backup and network system administration.  Accomplishment(s):   1. Facilitate in the implementation of POS system 2. Facilitate in the implementation of HR Management System |
| **Education** | June 1999  **Bachelor Degree in Computational Mathematics and Computer Aided Geometric Design - B.App.Sc (Hons)**  University of Science Malaysia  December 1994  **Sijil Tinggi Pelajaran Malaysia**  St. Xavier’s Institution Penang  Training / Courses attended:   * Fundamental Skills in IS Auditing – IIA Malaysia * CSA Learning Workshop – Proactive Control * Auditing Tools and Techniques – Proactive Control * Report Writing – Proactive Control * Basic Project Appraisal – Bank Pembangunan * Information Security ~ Standard & Policy – Computer System Solution * Firewall Security – Blue Bridge * IT Governance Conference 2004 – ISACA Malaysian Chapter * IT Governance Conference 2005 – ISACA Malaysian Chapter * ACL Basic Training – Prodigy Data Solution Sdn Bhd. * ACL Advance Training - Prodigy Data Solution Sdn Bhd. * Mastering IT Projects – Malaysian Institute of Management (MIM) * Fraud Prevention as an integral part of good Corporate Governance – IIA Malaysia * 2006 National Conference on Internal Auditing – IIA Malaysia * Continuous Monitoring – IAIIA, Dubai * Security Posture Assessment – PwC Malaysia * Using Team Mate v8 – CCH (M) Sdn Bhd * IT For Airline Industry – SITA, Brussels – Belgium * IT Governance Conference 2009 – ISACA Malaysian Chapter * Cyber Security Training 2009 – ISC2 Malaysia * 2009 ACIIA Conference – IIA Malaysia * Team Mate Asia Pacific User Conference 2009 – CCH Malaysia * IT Governance Conference 2013 – ISACA Malaysian Chapter * 2012 National Conference on Internal Auditing – IIA Malaysia * 2013 National Conference on Internal Auditing – IIA Malaysia |
| **Training / Workshop Conducted** | * Represented Malaysia Airlines System Berhad in presenting paper on “Implementation of Continuous Monitoring in MAS” at International Association of Airline Internal Auditors (IAAIA) Workshop on Continuous Monitoring dated 25 – 26 February 2011. * <http://www.iaaia.com/PDF/MH%20Experience%20-%20Syed.pdf> * <http://www.iaaia.com/PDF/IAAIA_newsletter_2011.pdf> * <http://iaaia.com/PDF/IAAIA%20Workshop%20on%20Continuous%20Monitoring.pdf> * Trainer at the GLC workshop on Internal Auditing jointly organized by Bursa Malaysia, Telekom Malaysia, Bank Rakyat and Time Dot Com Berhad. The event was held on the 2 – 4 September 2013 at Bursa Malaysia Training Hall. Topics covered during the training are “Introduction to Internal Control” and “Types of Audit”. * Conducted training on “COSO Based Internal Auditing” for Internal Audit Department of Bursa Malaysia on the 18 September 2013. |
| **Awards** | * Top Performer – Manager (category), Audit & Business Advisory - MAS (2008) * Top Performer – Manager (category), Audit & Business Advisory - MAS (2009) |
| **Professional Bodies** | * Charted Member – Institute of Internal Audit (IIA)   (Membership No: 207468)   * Member – Information System Audit & Control Association (ISACA) |
| **Certification** | * **Certified Information System Auditor (CISA)**   By Information System Assurance and Control Association (ISACA), USA  (http://www.isaca.org)  Exam Date: 11 June 2004  CISA Number: 0540462   * Currently pursuing certification on Certified Internal Auditor (CIA)   By The Institute of Internal Auditors (TheIIA), USA  (http://www.theiia.org)   |  |  | | --- | --- | | **CIA** | **Status** | | Part 1 | Completed | | Part 2 | Completed | | Part 3 | Pending | | Part 4 | Completed | |
| **Skills** | * Audit Tools * Team Mate version R9 (Audit Management System) * ACL Version 8 * IDEA Version 8   Familiar with the following international standards (related to Information  System):   * COBIT version 4 * ISO 17799 * Information Security Forum (ISF) * NIST * COSO (mapping with COBIT) * DAMA – DMBOK Guide |
| **Salary & Benefits** | |  |  | | --- | --- | | **Monthly Salary** | | | Basic Salary | RM 17,500.00 | | Fixed Allowance – Car | RM 900.00 | | Fixed Allowance – Car Fuel (Petrol Card) | RM 600.00 |  | **Other Benefits** | | | --- | --- | | Car Road Tax & Insurance (On reimbursement basis) | RM 2100 (per annum) | | Car Maintenance (On reimbursement basis) | RM 3000 (per annum) | | Mobile Phone Allowance (company phone) | RM 300 (monthly) | | Gym Membership (On reimbursement basis) | RM 200 (monthly) | | Medical (Self & family) – Out Patient (Medical Card) | RM 3000 (per annum) | | Medical (Self & family) – Hospitalisation (Medical Card) | RM 40,000 (per annum) | | Medical (Self & family) – Flexi Non Medical Expenses i.e. Alternative treatment, vitamins, chiropractic etc. | RM 1,500 (per annum) | | Professional Membership Allowance – Covers annual membership fees for maximum of two (2) professional bodies | No limit specified | | Free Car Parking Bay | - | |
| **Reference** | Azirruan Ariffin  Senior Analyst,  Perbadanan Insurans Deposit Malaysia (PIDM)  Tel: +6018 – 3869292 (Mobile)  Pragasan Sinnivasan  Assistant Vice President,  Group Internal Audit Department,  Bursa Malaysia  Tel: +012 – 3575176 (Mobile) |