



MOHAMED HAMEEM

Associate Manager

Information Security, Business Continuity, Internal Audit, Governance
Risk & Compliance

7708764770

Hameem_md2k6@yahoo.co.in



CAREER OBJECTIVE

Seeking a position that will enable me to apply my knowledge and skills in a challenging work environment to drive business growth as well as improve my skills.



CORE COMPETENCIES

A competent professional with 13+ years of experience in:

- An out-box thinker with proven track record of establishing processes, SOPs, streamlining workflow and creating team work to enhance productivity innovatively.
- Well versed with assessments, Performing KRI, User Access Reviews, RCM / KCSA/ ITGC review for Sox/Non-Sox Controls.
- Excellent track record of conducting Internal Audits. Coordinating between Business Operations & External Auditors like KPMG, PWC, E&Y and provide necessary support & required documentation.
- Demonstrated experience in the implementation of Business Continuity Plans, Business Impact Analysis & Testing.
- Proficient in managing business operations with focus on top-line & bottom-line performance and skills in determining company's mission & strategic direction as conveyed through policies & corporate objectives.
- Well versed in preparing PPT & Dashboards for projecting team's performance in management steering committee meetings.
- Clients handling in Diplomatic way. Excellent interpersonal skills with problem solving, logical thinking and analytical abilities.
- COVID-19 BCP successfully Invoked & Enabled WFH.



AUDITS

- Conducting Quarterly Internal audits for towers / GBU to check effectiveness of implemented ITGC/ SOX controls.
- Performing Quality checks on Reports prepared and submitted by the team to Auditors and ensures all the reports are 100% accurate.
- Coordinating between Business Operations & External Auditors like KPMG, PWC, E&Y and provide necessary support & required documentation.



CERTIFICATES

- ISO/IEC 27001:2013 - ISMS Lead Auditor [Information Security Management System]
- ISO 22301:2019 BCMS Lead Implementer.
- LEAN practitioner.
- CISSP (Certified Information Systems Security Professional).
- Quality & Security Audits Professional
- ITIL Service Level Mgt.
- Post Graduate Diploma in Computer Application
- Accounts Assistant in Computer



ACADEMIC DETAILS

B.Sc., Bio-Chemistry (1996-1999),
The New College, Royapettah,
Chennai – 600 014. Tamil Nadu.



SOFT SKILLS

- MS Office, C, C++, Tally, VB, FoxPro 2.6, GA Connect, Talisma and Internet Applications
- Share Point, Ask HR, ISRMP, BCMS (Archer), Varolii, ISOWebReporting, Siteminder, Intrader, MMOMS, Aveksa, Summit & Phoenix
- Bit9 (Whitelisting), Troux Database, Archer, SNOW(ServiceNow), HPQC & Aboard



PROJECT DETAILS

Handled transition in Boston,
USA– Transitioned entire BCISO
process to India



VISA DETAILS

- Holding valid USA Business Visa for 10 years



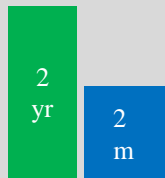
PERSONAL DETAILS

Date of Birth: 12th Nov, 1978
Languages Known: English & Tamil
Address: Rajaram Colony, C-Block,
Flat#C23, Jayabharatham Street,
Kodambakkam, Chennai-600 024,
Tamil Nadu

Work Experience



Since Jan 2020
to Till Date



Wipro Limited, Chennai

Company Profile -- Wipro is a leader in providing IT, Consulting & Business process services.

Duration -- Jan 2020 to Till Date

Designation -- Associate Manager for Internal Audit, BCP DR, Governance, Risk & Compliance

Role:

- Design and prepare audit plans for quarterly / half yearly / yearly audits.
- Conducting Quarterly Internal audits for tower to check effectiveness of implemented ITGC / SOX & Manual controls.
- Validation of controls are designed appropriately and it will prevent or detect a particular risk (TOD).
- Validation of controls is in place and it operates as it was designed (TOE).
- Verifying Change management, Logical & Physical access recertification, SOC reports & SOX controls.
- Prepares Audit report to management with Observations / Findings & Highlight risk.
- Coordinating between Business Operations & external auditors and provide necessary support.
- Periodic review of RCA & Risk Assessments, SLA, KPI and identify the improvement aspects and provide suggestion to management.
- Weekly validation of End Point compliance and make sure all systems are compliant as per process
- Governing ODC Access-Provisioning/Decommissioning, Monthly validation & Process streamlining.
- Analysis On/Off-boarded people vs ODC access report & highlighted Gaps to management for action.
- Conducted Information Security & BCP awareness training programs for self-vigilant.
- Assisting in preparation of Client Presentations, Monthly KPI/Governance decks.
- COVID-19 BCP successfully Invoked with discussion of Delivery head, Stakeholders & BCM Team.
- Enabled WFH and ensured all resources got assets & validated the endpoint compliance.
- Prepares yearly IT Service Continuity plan for all business segments and monitor the testing schedules.
- Validating Business Impact Analysis & BC Plan documents for business units & endorse for sign off.
- Participating in simulation (table top) exercises and provides the feedback for improvement on strategies.
- Collaborate & participate in all DR tests / failover exercise and communicate Lessons learned.
- Weekly Connect with Clients and ensured DR calendar, Plan, Tests are up-to-date & completed.

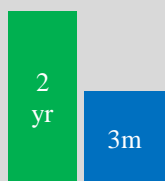
Significant Accomplishments:

- Achieved a “CRS High Flyer” award for excellent performance.
- Got appreciation from clients on overall performance and the same has been published in Clients News Letter.

Work Experience



Since Aug 2017
to Nov 2019



Atos Global IT Solutions and Services Pvt. Ltd., Bangalore

Company Profile -- Atos is a leader in digital services serving a global client base.

Duration -- Aug 2017 to Nov 2019

Designation -- Associate Manager for Information Security & Business Continuity

Role:

- Conducting Quarterly Internal audits for tower/ GBU to check effectiveness of implemented ITGC / SOX & Manual controls.
- Report deviations/findings to the management, highlight risk and provide recommendations to improve the quality of the service.
- Design and prepare audit plans for quarterly / half yearly / yearly audits.
- Verifying Logical & Physical access recertification, SOC reports & SOX controls.
- Coordinating between Business Operations & external auditors and provide necessary support.
- Prepares yearly IT Service Continuity plan for all business segments and monitor the testing schedules.
- Validating Business Impact Analysis & Business Continuity Plan documents for all the business units and endorse for sign off.
- Participating in simulation (table top) exercises and provides the feedback for improvement on strategies.
- Periodic review of RCA & Risk Assessments, SLA, KPI and identify the improvement aspects and provide suggestion to management.
- Conducted Risk Management & BCP trainings. And InfoSec awareness program for self-vigilant.
- Assisting in preparation of Client Presentations, Monthly KPI/Governance decks and assist in new business proposals.

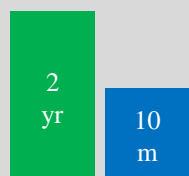
Significant Accomplishments:

- Achieved an “Accolade Award” for providing many suggestions for process improvements.
- Created an automatic template for Objective Settings & timesheet release and it increased the compliance rate from 60% to 99%.
- Got appreciation from clients on overall performance and the same has been published in company's newsletter.

Work Experience



From Oct 2014
to Aug 2017



State Street HCL Services (India) Limited. Chennai

Company Profile -- HCL is a business enterprise with presence in the fields of technology & healthcare.

Duration -- October 2014 to August 2017

Designation -- Associate Manager - Business Continuity & Information Security

Role:

- Validation of all Control Objectives and respective Control Standards for the existing off shored processes on periodic basis.
- Conducting RCM testing, Applications assessment, Internal Audit, Risk compliance and Governance.
- User access reviews, Updating BIA & Business Continuity plans, Key date triggers.
- Work with BCD & act as liaison with internal departments such as InfoSec, Internal audit & business areas to ensure compliance to standards
- Call tree reporting, maintenance and testing using automated notification (Archer Tool).
- Implemented Audit Standards and Controls of ISO 27001 (ISMS).
- SOX & Non-SOX control reviews.
- Implemented high standards of quality and lead multiple audit assignments simultaneously.
- Proactively identify gaps/areas of improvements in existing processes & develop scalable solutions.
- Trained to evacuate employees during natural disaster as Emergency Rescue Team (ERT)
- Weekly interactions with OnShore clients & Business Functions SPOCs for key items deliverables.

Significant Accomplishments:

- Got "STAR Award" from clients & offshore team on many suggestions given for process improvement & automation.

Work Experience



From Feb 2005
to Oct 2014



Scope International Pvt. Ltd. Chennai

Company Profile-- Subsidiary of Standard Chartered Bank, U.K.

Back-office processing service for wholesale & consumer banking operations

Duration-- February 2005 to October 2014

Designation-- Business Continuity Coordinator

Roles and Responsibilities from June 2013:

- Assisting business units with
 - Assessment of potential business impact. Identifying the critical, time-sensitive functions.
 - Designing development & documentation of work area business continuity plan.
 - Recommend recovery strategies/options with the implementation of recovery solutions.
 - Coordinate business continuity plan exercises with units.
 - Provide BCP awareness training to department continuity coordinators.
 - Coordinate development of BCP schedules for annual business continuity documentation maintenance and update, exercises and independent review and validation.
 - Arrange for Unit wise meeting with DCC/ADCC on periodic basis.
 - Record the minutes of all meetings conducted with the BCM team.
 - Tracking of DCCs handover & Maintenance of SPOCs contact list and group IDs'.
 - Sharing monthly BCM activities & BCM dashboard to unit head.
 - Report the business continuity status of business units to senior management.
 - Provide expertise & support to Mgt. & business functional areas as per BCP standards.
 - Coordinating with HR, IT, Admin, Internal & External Auditors for periodic audits.

Crisis & Evacuation Activities

- Coordination with different departments, CRES, Fire wardens, First aiders, Health & safety committee members and Crisis management team on emergency days like earthquake, Fire drill, Bandh etc., and arranging the necessary alternatives to handle the situation.

Significant Accomplishments:

- Got various awards like "Value Champ – Responsive", ADP Award and GA Connect Gold User Award.
- Got various spot awards like Star of the Month, Best UAT Tester in Ask HR projects.
- Have implemented Hire Tips, Risk Dashboard, BCP checklist etc.,

Work Experience



Role 1: Operational Risk Officer – Risk Management Team: June 2011

Responsibilities:

- Monthly / Quarterly auditing for Business Key Control Self-Assessment (BKCSA), Local Key Control Self-Assessment (LKCSA) & Group Key Control Self-Assessment (GKCSA).
- Periodic review of process controls, DOI/ POI etc.,
- Conducting SPOT checks Bi-monthly on Clean desk, Internet, E-mail, Share drive, Password phishing, Printers & Faxes etc.,
- Preparation of Risk Dashboard, BORC Pack & KRI score card.
- Monitoring Regulatory submission, Mandatory e-learning, Gifts & Entertainment etc.,
- Governance of Vendor agreement, SLA, Visa letters & handover documents.
- Team's Share Point site maintenance
- Conducting risk awareness week & ISC (Information Security Championship) programs.
- Been a part of all the CSR activities conducted by the organization.
- Align with & support all GSSC initiatives. Work towards community programs and drive environmental friendly activities.

Work Experience



Role 2: Service Support Specialist – International Mobility: from 2008

Role:

- Letter Generation for expatriation, repatriation, promotion, Salary changes and PIT.
- PeopleSoft updates for Expatriation, Repatriation and on assignment processes.
- Coordinating with Payroll, FSSC, Benefits, Shares and retirement benefits teams and provide Seamless Operation and services.
- Quarterly health checks of Expatriate/Repatriate data in GA Connect & PeopleSoft.
- Root cause analysis on OuserveLog cases.
- Weekly Dashboard preparation.
- Weekly expat list generation, Expats claims processing & Letter generation.
- Expats Insurance coverage, Vendor invoice processing, Report generation & analysis.

Significant Accomplishments:

- UAT tester in People wise 8.1, 8.8, & 8.9, GA Connect (Global Advantage Deloitte), Talisma 8.0 & Ask HR tool.
- Made Process Improvements to reduce human labor.
- Received a Best RP award (Responsible person) from the unit head among 40 RPs.
- Driven reduction in repeat service failures.
- Taken ownership of every transaction Recommend change in process through the required channels. Ensured there is no risk exposure of the Unit or Bank.

Work Experience



Role 3: Senior Analyst - HR administrative services from 2005

Role:

- Processed error free transactions within the specified time limit in PeopleSoft.
- Handled the team in the absence of Line Manager.
- Documented the Process handled by the Team.
- Organized Training Sessions on the Process for new joiners.
- Facilitate Maintenance and updates in IM Team SharePoint Site, Talisma & GA connect.
- Facilitate Training for the entire IM team as per the Training Calendar.
- Management of Infrastructure room, projector etc., for management meetings.
- Training Materials made for the team for future reference in a structured format in SharePoint.

Project Experience:

Have involved in 5 projects. As part of the UAT testers in launching / upgrading the application PeopleSoft, GA Connect, Talisma, Share Point, Ask HR ERMS tool and PeopleSoft 8.9.

- Testing all the scenarios like Job Data, Compensation, Salary plan, Benefits, Employment data page and other pages.
- Testing the scenarios as per the script. If we found any defects and we will log it in defect log page in QC.
- Retesting the scenarios after rectification and run the script until it goes successfully.
- Ensured end user will not have any impact of the same application.
- Provided the technical support if any one facing a problem while updating the system.