SAINJALI NAYAK

ISO 270001. ISO 9001. Microsoft Dynamics 365 CRM. 6 Sigma Yellow Belt. ISC 2 CISSP- Domain 1 & 2.SOX Audit. Data Privacy.

Risk, Compliance and Information Security Management
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Experienced and detail-oriented professional with expertise in Fraud investigations, Regulatory and Global Risk Compliance (GRC), Risk Analysis & Management, Financial Services, Information Security governance, Corporate Environment management, and anti-money laundering. Performing Internal Control testing and IT Auditing, exhibiting collaboration in IT Cyber security control with an ownership mentality and a track record of delivering high-quality strategic solutions to resolve challenges and propel business growth, SOC Audit, SAP GRC, RSA Archer

EXPERIENCE

1. HSBC- Assistant Manager, Bengaluru (June 2023- Present)

- Assisted in Regulatory Compliance, Regulatory Affairs, adhering to International Regulations and Legal Compliance, monitoring, Annual Reviews and Quality Assurance for risk stewardship areas monthly, and collaborating with Global operations. Conducted 4 data protection audits per year and reduced erroneous transactions by 30% within 6 months post optimizing transaction monitoring system and operational risks in Financial crime. Achieved **Supernova Award** for implementing Risk processes and controls.

- Displayed Innovation in the domain of SOC Audit- type 1 and type 2, Product management, Risk Validation, Version Control Testing, product-to-business line associations, and industry type- to-business line mapping, triage Risk Taxonomies rendering Third Party risk management framework. Experience working in Organization of Information Security; Asset Management; HR Security; Physical and Environmental Security; Communications and Operations Management; Access Control; IS Acquisition, Development and Maintenance; IS Incident Management; Business Continuity Management; and Compliance.

- With the evaluation of RTCL Risk Controls and implementation of strategic thinking, Monitoring Design assessment meetings, escalating control failures, Control tracking, and analysis was able to achieve a reduction in 40% operational risk incidents, conducted 50 comprehensive risk assessments, and mitigated 150 potential risks within 6 months. Overseeing aspects of product portfolio, banking operations, Internal audits.

- Accomplished a 20% reduction in compliance costs, saving the bank $150,000 annually. Improved disaster recovery response time by 60% & reduced third-party risk exposure with 100% compliance of internal and external regulations. IT Risk and working on the operating activities of 1st and 2nd LOD, familiarity and abiding by the Regulatory frameworks like **CISA, CISSP, CISM, GRC, NIST, COBIT, COSO, RCSA, CRISC, GDPR, CCPA, PCI DSS, HIPAA**

- Performed Regulatory Reporting, increasing the identification of high-risk accounts by 50%, processed internal audits to identify compliance gaps, and reduced compliance-related audit findings by 60% over the course of 1 year. Implemented new fraud-related algorithms and procedures preventing fraudulent activities totalling $2 million. Automated risk reporting processes, reducing manual errors by 80% and saving 200 hours of work annually. Tools used- MetricStream, NAVEX Global, Logic Gate, NICE, Oracle, Skillsoft. Awarded **Rising Star Award** for same.

- Cybersecurity Risk & Incident Management: Experienced in performing risk and activity reporting on Key Risk Indicators (KRI) and Key Performance Indicators (KPI). Skilled in managing security incidents, conducting issue tracking, and ensuring compliance with CIP policies and standards. Proficient in coordinating with security teams to mitigate risks, conduct audits, and develop security policies and reports with remediation recommendations.

- Technical Skills & Stakeholder Collaboration: Strong knowledge of Windows, nix operating systems, core Internet protocols, encryption, and cloud environments (SaaS, PaaS, IaaS). Proven ability to analyse vulnerabilities, manage compliance, and work collaboratively with cross-functional teams and stakeholders to implement security solutions and forecast activity completion.

2. University of Virginia, USA- Compliance Analyst (Jan 2021-May 2023)

- Performed Regulatory Compliance and Risk Assessment with the methods of Audit and Investigation, Issue Management, and Internal Control Testing. Increased control coverage by conducting a total of 150 internal control tests relating to the operational and financial controls. Identified 80 control weaknesses, and improved control documentation quality resulting in a 70% reduction in audit findings.
- Performed Anti-Money Laundering in Corporate Governance framework SOX stewardship by conducting Gap Analysis, implemented 25 new security controls, including multi-factor authentication, data encryption, and resolving 10 minors' non-conformities before the certification audit. Trade Finance - scrutiny of Letters of Credit, preparing trade credit insurance protecting exporters against the risk of non-payment by overseas buyers due to commercial or political risks, Enhanced Due Diligence-Performing source of wealth verification, screening for Politically exposed persons (PEPs), review of Compliance lists against Sanctions Lists which resulted in higher rate of Suspicious Activity Reports (SARs).
- Study of various paradigms of ISO27001 certification in correlation with the Information Security Management System, ensuring 100% compliance with SOX requirements and maintaining compliance with SEC and PCAOB standards. Worked on a project involved in compliance and control testing with Data Security principles - BS 11 Compliance Process- Clauses, access and audits, business process, OTC, Inventory, Payroll, Fixed assets, identifying process gaps, preparing Risk control metrics. Able to reduce process cycle time by eliminating 30 redundant steps and optimizing approval process. Fair understanding of information, Security trends, services and disciplines and experience applying them in dynamic environments
- Drafted Procurement Contracts in line with New Zealand's Company Act 1993, Fair Trading Act 1986, RB of NZ 1989, Credit Contracts and Consumer Finance Act 2003, Privacy Act 2020, RI requirements, and FEMA Act. Conducted CSAT Survey and chalk out actions.
- Completed deliverables on Financial Services-Banking, Insurance, and Investment services, knowledge of SAP ERP, Prepared Audit evidencing documents, structured audit program, Preventive, corrective, compensating, detective, and directive audits, prepared audit reports, Audit charters, developing and maintaining ISP Concepts-IS Regulations and DSO Audits
- Developed Project scope and planning by customizing SAP modules to t in business process. Performed detailed Risk assessments including 50 data points on Geopolitical risk, client reputation, financial stability, and extended verification processes.

PROCESS-RELATED TECHNICAL SKILLS

- Policy Analyst- Hold in legal considerations and Policy developments, PPFG Compliance. Expertise in conventions and standards in policy writing, resolving complex policy issues. Risk-related skills- Risk management, MIS, Program management, supporting regulatory requirements, suggesting mitigation strategies, Issue management, drafting privacy policies and performing policy analysis, Mitigating Operational risks, Enterprise risk, and handling executive-level communications.
- Supporting Customer Relationship Management, experienced in Data visualization techniques, participating in GMS, GCO Legal, and Policy development. Engaged in Vendor security assessments. Preparing Business continuity and Disaster recovery plans.
- Knowledge of Health and Life Insurance background, sound knowledge about the payment industry, brand protection, Transaction lifecycles, experience in Policy Compliance programs, and review of transactional alerts.
- Identifying root-cause analysis, database management system, and ensuring cross-functional collaboration.
- Conducted external subcontractor audits, closure of audit findings, Quality documentation, involved in Client feedback analysis, managed and analyzed performance reports of Departmental KPIs, prepared MIS reports at a de ned frequency.
- Strong understanding of QA Methodologies, drafting, reviewing, and negotiating software license agreements (SAAS), IP Licenses, procurement contracts, and IT Developments. Conducting IT and IS Risk Assessments.
- Process-related soft skills developed- Communication, Attention to detail, Problem-solving skills, Integrity, Ethical judgment, and adaptability.

- **Symbiosis Law College Pune, Pune — LL. B (Major in International Law)** CGPA: 8.4
- **St. Aloysius' College, Jabalpur — B.COM (Honors in Finance and Economics)**78.6% (2017- 2020)
- **St. Joseph's Convent Senior Sec School, Jabalpur — Senior Secondary (Math and Commerce)** 81.4% (2017)
- **St. Joseph's Convent Senior Sec School, Jabalpur — Secondary (Commerce)** CGPA 9.4 (2015)

CERTIFICATIONS

1. **Mastering ISO 27001- Crafting policies for the certification**
2. **ISO 9001 Quality Management System**
3. **Cyber security's Frontier: Emerging trends and Technology**
4. **Diploma of Microsoft Dynamics 365 CRM Business architect**
5. **System Security Plan (SSP) for NIST 800-171 Compliance**
6. **ISC 2 CISSP- Domain 1 & 2-The ultimate practice exam**
7. **High-Risk Role Learning - Financial Crime Investigators**
8. **Project Risk Management (PMBOK Guide-sixth Edition-aligned)**
9. **Identify and prevent phishing attacks: before they harm you.**
10. **Executive Diploma is Finance**
11. **Introduction to Risk Management-decision makers and leaders understanding Risk Management concepts.**
12. **Real estate Investment and Finance**
13. **Advance Diploma in Innovations and Digital Transformation**
14. **Auditing Financial Statement**
15. **Business Process Optimisation with Lean Six Sigma by MTF Institute**
16. **Lean 6 Sigma Yellow Belt**
17. **Sustainability and the Changing Global Context Certificate**
18. **Risk Insider Certificate**
19. **Anti-Money Laundering Controls over Tax Evasion**
20. **Operational Risk Certificate**
21. **Regulatory Reporting and Reporting Controls Certificate**
22. **Financial Crime Certificate**
23. **Reputation Management: Take control of your company's image**
24. **Corporate Finance: Financial Analysis and Decision-Making**
25. **ISO 31000:2018-Enterprise Risk Management Awareness Course**

ACADEMIC ACHIEVEMENTS

- Yuva Sangam **Ambassador of Madhya Pradesh** – Cultural exchange under Ek Bharat Shrestha Bharat by Ministry of Education, India
- Represented Madhya Pradesh in Advaita Vedanta Conference, Ahmedabad.
- Inaugurated and presented speeches at various prestigious platforms including the Honourable **Parliament of India**.
- NCC Navy "C" Certificate Holder with Alpha Grade, represented India in **Singapore at Youth Exchange Program**, 2O19.
- Numerous awards in national and international debates, elocutions, and MUNs.

MAJOR PROJECTS UNDERTAKEN

1. Technology Risk Management- Client- Confidential

- **Objective**: Identify and mitigate technology risks in a financial institution's IT infrastructure.
- **Risk Identification**: Reviewed 50 systems, identifying 20 major risks.
- **Risk Assessment**: Evaluated risks on a scale of 1-5; 5 were high impact and likelihood.

- **Mitigation:** Developed action plans for top 10 risks, implemented 15 new security controls, and updated 5 systems.

- **Implementation and Testing**: Deployed solutions tested 30 scenarios, and resolved 18 risks, reducing overall risk by 40%.

- **Monitoring and Reporting:** Set up quarterly risk assessments and generated 12 reports annually.

- **Results:** Reduced risk exposure by 40%, enhanced security with 15 new controls, and improved system reliability.

2. RCSA Project and Data Privacy Consultant- Client-One of the Big 4

The goal was to identify, assess, and mitigate potential risks across various operational areas, ensuring robust internal controls and compliance with regulatory standards.

- **Risk Identification**: Engaged with 12 key business units to identify potential risks, focusing on areas such as transaction processing, customer data security, and regulatory compliance.

- **Risk Assessment:** Assessed 50 identified risks based on their likelihood and impact, categorising them into high, medium, and low-risk levels.

- **Control Evaluation:** Reviewed 30 existing controls related to the identified risks to evaluate their design and operational effectiveness.

- **Gap Analysis**: Conducted a gap analysis that revealed 10 significant control deficiencies, including inadequate data protection measures.

3. Preformed Internal control testing- Cash management process, Org- HSBC

- **Control Identification**: Reviewed 10 key controls related to cash management.

- **Walkthroughs:** Conducted walkthroughs for 15 transactions to verify control implementation.

- **Effectiveness Testing:** Tested 100 transactions; found 20% of reconciliations were not timely and 15% lacked proper segregation of duties.

- **Documentation Review**: Analysed 50 reconciliation records, discovering 10% were incomplete.

- **Findings and Recommendations:** Deficiencies: 20 late reconciliations and 15 cases of inadequate segregation of duties.

- **Recommendations**: Introduced automated alerts for overdue reconciliations and enforced segregation of duties.

- **Outcome:** Improved controls and reduced risk of errors and fraud by addressing identified issues.

4. SOX Audit in Banking Industry

- **Project proposal**-The project involved conducting a comprehensive SOX (Sarbanes-Oxley Act) audit for a leading bank to ensure compliance with financial reporting and internal control requirements. The primary objective was to assess the effectiveness of the bank's internal controls over financial reporting (ICFR) and to ensure they met the stringent standards set by SOX.

- **Outcomes**: Successfully identified and remediated 15 significant control deficiencies, reducing the risk of material misstatements in financial reporting.

- Enhanced the bank's internal control environment, leading to improved compliance with SOX requirements and increased confidence among stakeholders.

- Streamlined processes and improved control documentation, resulting in more efficient and effective financial reporting.

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5. Sanction Screening Project

- **Objective:** Implement a sanction screening process to ensure regulatory compliance and mitigate risk. Approach:

- **Requirements Analysis**: Defined screening criteria based on international sanction lists.

- **System Selection:** Chose a screening tool with real-time capabilities and comprehensive lists.

- **Integration and Configuration**: Integrated and configured the system with existing databases.

- **Testing and Validation**: Conducted 20 tests, resolved 5 issues related to accuracy and integration.

- **Training and Implementation**: Trained 50 staff, fully operationalised the system.

- **Monitoring and Reporting: Monitored** 1000 transactions monthly with 99% accuracy.

5. Procurement Contracts Project

- **Develop and implement procurement contracts** to ensure compliance and optimise vendor relationships.

- **Requirements Gathering**: Defined criteria for 30 procurement contracts by collecting needs from 10 departments.

- **Contract Drafting:** Created 30 standardised contract templates compliant with regulations and industry standards.

- **Vendor Selection:** Evaluated 50 vendors, selecting 20 based on cost, quality, and reliability.

- **Contract Negotiation**: Negotiated terms with 20 vendors, securing favourable pricing and performance terms.

- **Implementation and Monitoring**: Executed contracts and set up a monitoring system with quarterly compliance reviews.

- **Results**: Finalised 30 contracts with 20 vendors, achieved 10% cost reduction, ensured 100% compliance with standards.

- **Conclusion:** The project streamlined the contracting process, optimised vendor relationships, and achieved cost savings while ensuring compliance.

6. Gap Analysis

- **Objective**: Identify and address gaps between current business processes and desired performance standards.

- **Approach:** Current State Assessment: Objective: Document existing processes and performance, Process: Analyzed 25 key business processes.

- **Outcome:** Identified 15 gaps in efficiency, compliance, and technology use.

- **Desired State Definition**: Objective: Define ideal performance standards and benchmarks. Process: Consulted industry standards and best practices. Outcome: Established 20 performance benchmarks and standards for comparison.

- **Gap Identification**: Objective: Compare current state to desired state. Process: Mapped existing processes against benchmarks. Data: Identified 12 critical gaps, including outdated technology and inefficiencies in workflows. Action Plan Development: Objective: Create strategies to close identified gaps. Process: Developed action plans for 12 gaps. Data: Recommended 8 technology upgrades.

7. IP Licensing Project: Maximizing Revenue from Intellectual Property

- **Objective:** Monetize the company's patents and trademarks through licensing agreements.

- **Assessment:** Evaluated 120 IP assets, selecting 35 patents and 10 trademarks for licensing.

- **Market Analysis:** Identified 15 high-potential licensees across 30 industries.

- **Licensing Strategy:** Developed exclusive and non-exclusive licenses to maximize revenue.

- **Negotiation:** Finalized 15 agreements, generating $5 million upfront and $2 million in annual royalties.

- **Compliance:** Implemented monitoring with 5 audits, ensuring 100% adherence.

- **Results:** Successfully generated $7 million in revenue and secured strategic partnerships, enhancing market presence.