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| OBJECTIVE |
| *It is my objective to:* * *Harmoniously combine people, process and technology to achieve a balance from strategy planning to execution.*
* *Utilize my technical knowledge and expertise to protect information and information infrastructure in cyberspace by identifying gaps in the system and recommending controls.*
* *Be a step ahead with the acquisition of latest developments in the security domain and its ecosystem, to keep up with the pace of technical advancement.*
* *Combine my skill and experience to make a significant contribution to the success of the company.*
 |
| AREAS OF EXPERTISE | PRESENT WORKING STATUS |
| *–Information Security Management Systems– Audit**–Cyber Security Audit**–Business Continuity Plan Audit**–Data Centre Audit**– ITGC Audit**–Risk Based Audits**–Internal controls**–Analysing Data**–Professional Presentations* | ITC Infotech India Ltd., Kolkata – *2023 to Present**Senior Project Manager – Internal Audit (IT)* |
| CURRENT RESPONSIBILITIES |
| ⦁ *Analyse data and facts, evaluate risk associated with the areas, and formulate audit schedule. Plan and conduct internal audit assignments.*⦁ *Identify and collect relevant data and facts relating to area of audit.*⦁ *Develop RCM (Risk Control Matrix), checklist, methodology to test and verify controls and identify individuals to interview.*⦁ *Conduct checks related to* * *Logical access controls and segregation of duties;*
* *Master and transaction data management with respect to audit trail management;*
* *Application change management;*
* *Incident and problem management;*
* *Backup and recovery process;*
* *BCP and DR test reports;*
* *Vulnerability and patch management;*
* *Physical access control of secured area; etc.*

⦁ *Ascertain gaps and deviations with the business process including internal business controls.*⦁ *Assist management in understanding various risks & errors within audit area.*⦁ *Develop reports by documenting findings along with observations, impacts and recommendations for improvement.*⦁ *Follow up on recommendations to ensure suggestions are implemented.* |
| PROFESSIONAL |
| ***–****Certified Information Systems Auditor® CISA®**–Board Member of ISACA Kolkata Chapter – Certification Coordinator****–****ISO 27001:2013 Lead Auditor****–****Member of ISACA* |
| IT SKILLS |
| *CAATTs – IDEA Software**SQL Server*⦁ *VB.Net* ⦁ *Asp.Net* ⦁ *XML*⦁ *Word* ⦁ *Excel* ⦁ *Access*⦁ *Power Point* |
| PREVIOUS EMPLOYMENT HISTORY |
| Shriram Finance Ltd. – Kolkata | *Sr. Mgr – Internal Audit (IT)* | *2009 to 2023* |
| * *Analyse data and facts, evaluate risk associated with the areas, and formulate audit schedule. Plan and conduct internal audit assignments.*
 |
| * *Develop RCM (Risk Control Matrix), checklist and methodology to test and verify controls related to ISMS, Cyber Security, BCP & DR, etc..*
 |
| * *Training of team members to perform audit assignments.*
 |
| * *Identify individuals to interview, ascertain gaps and deviations with the business process including internal business controls and make effective suggestions to improve internal control mechanism.*
 |
| * *Develop reports by documenting findings along with observation, recommendations for areas of improvement & assign risk score.*
 |
| * *Follow up on recommendations to ensure suggestions are implemented.*
 |
| Shriram Finance Ltd. – Kolkata | *Sr. Executive – Systems* | *2006 to 2007* |
| Shriram Value Services Pvt. Ltd. – Kolkata | *Software Engineer – IT Services* | *2007 to 2009* |
| * *Software Development in VB.Net & SQL Server.*
* *Creation of manuals and conduction of user training for operational software.*
* *Branch operational system monitoring & support.*
* *System installations & troubleshooting.*
* *Data Analysis and MIS Report Generation.*
 |
| United Sales Agency – Kolkata | *Accounts & E.D.P* | *2003 to 2006* |
| * *Implementing & ameliorating of office automation system.*

*Previously the organisation followed a manual system of accounts, correspondence and other related activities. Gradually the manual books of accounts have been phased out and the accounts & inventory are being maintained in a fully computerised system within a multi-user environment.* |
| Prime Mover Auto Associates (P) Ltd. – Kolkata | *Accounts & E.D.P* | *1999 to 2003* |
| * *Maintenance of books of accounts in computarised accounting system.*
* *Preparation of invoices, receipts, debit note, credit note and journals.*
* *Preparation of sales tax register, purchase register, bank reconciliation & reconciliation of ledgers.*
* *Drafting of profit and loss account and balance sheet.*
* *Management requirement analysis and preparation of relevant MIS.*
* *Generation of debtors outstanding & creditors’ outstanding statement.*
* *Preparation of statement of inventory for hypothecation.*
* *Product consumption analysis and movement analysis.*
 |
| V. S. D. Corporation – Kolkata | *Trainee Computer Hardware Engineer* | *1998 to 1999* |
| * *On Job Trained as hardware professionals - computer assembling, fault detection & maintenance.*
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| ACADEMICS & CERTIFICATIONS |
| *Information Security Management Systems (ISMS) Auditor/Lead Auditor* *(ISO / IEC 27001:2013)* | *BSI Training Academy* | *2018* |
| *Certified Information Systems Auditor® CISA®* | *ISACA®(USA)* | *2015* |
| *Management Education Scheme* | *Shriram Transport Finance Co. Ltd.* | *2013* |
| *Master of Commerce* | *University Of Burdwan, West Bengal* | *2006* |
| *A-Level Advanced Diploma**'O' Level: Business Professional Programmer* | *Dept. of Elec. and Accreditation of Comp. Courses (DOEACC) (GOVT. OF INDIA)* | *2002**1996* |
| *Bachelor of Commerce (Hons.)* | *University Of Calcutta, West Bengal* | *1997* |
| *Standard XII-ISC & STANDARD X-ICSE* | *Don Bosco School, Kolkata* | *1994 &1992* |

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| PERSONAL DETAIL |
| *Nationality: Indian* |*DOB: 17-July-1975*|*Marital Status: Married*| Languages Known: English, Bengali, Hindi |

Avijit Dutta