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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.* | | | | | |
| 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