

Talat Jahan Wasiullah

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OBJECTIVE: To pursue a professional carrier in an organization where I can constantly grow within the company, acquire specific skills at each level and give my best efforts to work for overall stability and prosperity of the company.

HIGHLIGHTS: I have been appreciated as best IT Coordinator as well as Best Supervisor at SEBI

Work Experience: I have experience of working in Quality Team in IT as well as Compliance, also I have worked in audit for SEBI Also I have experience of working as Team leader for 2 years in to customer service and compliance. I have handled Team size of around 30 associates. I have knowledge of working in IT System as well IT-infrastructure. I also worked in tools like SEBI ITSM, Sapphire, and HP Managing Tool

Experience :-

Organization	Pay Roll	Designation	<i>Duration</i>
1.Hindustan Petroleum Corporation Ltd (HPCL)	Team Computers Pvt.	IT Team Leader	9/8/2023 to 5/12/2023
2.Securities and Exchange Board of India	Kaarya Facilities and Service Ltd	Administrative support Executive /Team Leader	10/5/2022 to 5/8/2023
3. Bank of India	Sysnet Global Technology Pvt Ltd	Back office Executive	1/1/2019 to 8/5/2022
4.Securities and Exchange Board of India	Afoserve Pvt Ltd	IT and Administrative Executive	11/2/2016 to 29/12/2018

Job Responsibilities:

a) Hindustan petroleum Corporation

Role: Team Leader

- Handling team of 20Engineers and 2Coordinator
- Managing Top management level calls
- Coordination with different Vendors for IT equipment's and engineers on PAN India basis
- Execute all audits in accordance with professional standards
- Assists audit management in preparation & execution of the audit plan
- Prepares Audit work program and understands the specific risks to be evaluated
- Performs evaluation of internal controls, testing of processes
- Timely issuance of the audit reports
- Management Plan, Communication Plan, Action Plan/Task List and Resource Requirements
- Understanding financial and non-financial impact
- Identifying the interdependent processes and underlying asset
- Compliance audit as per guidelines of BSE/ NSE / SEBI audit
- Ensuing attendance report is updated and sent to seniors on daily basis
- Sending MIS reports for productivity of engineers and Coordinators to Management

b) Securities and Exchange Board of India

Role: Administrative support Executive / Team Leader

- Handling team of 25 Engineers and 5 Coordinators
- Finalizing draft discussion and guidelines over green note
- Vendor payment maintenance and payment draft over green note
- Arrangements of Board Meetings and Press Conference
- Creation of Deputy Chief accounts in zoom and WebEx for department meetings
- Arrangement of Video Conference, Zoom, WebEx, Teams and vidyo connect meeting
- Web casting for farewell of Senior Staff
- Troubleshooting system related issues.
- Basic software installation as per user requirement through remote
- Dealing with email enquiries.
- Handling and managing Desktop, network and mail team
- Maintaining call report on daily, weekly and monthly basis

Additional Activities: Contribution in implementing IT policy (Compliance)

- Implemented & Managed -Force point DLP solution to protect sensitive data from being leaked or mishandled
- Developed and maintained DLP policies based on organizational security requirements and compliances
- Conducted regular DLP assessments to identify potential vulnerabilities and gaps in data protection
- Worked with team members for implementation of VAPT and security audit
- Support various departments in driving compliance and awareness
- Troubleshooting for increase in monthly patch compliance
- Handling queries and concerns related to compliance report
- Execution of computer systems validation to site teams and other IT compliance activities
- Provided technical expertise and support to resolve DLP- related issues and incidents
- Conducted user awareness and training programs to educate employees about the importance of data protection and DLP best practices USB Blocking
- Used in both service base & product base organization
- DLP ULR blocking for application access related

c) Bank of India**Role: Back office Executive**

- To provide monthly status reports to the recruitment team as and when required.
- Support company operations by maintaining office systems and supervising vendors.
- Schedule meetings and travel arrangements for senior members of the company.
- Dealing with email enquiries.
- Dairy management and arranging appointments.
- Manages staff expense requests.
- Ensuing attendance report is updated on daily basis.
- Preparing and scheduling daily, weekly and monthly MIS reports of productivity.
- Handling team and maintaining their productivity
- Achieving the target that has been set up by the client

d) Securities and Exchange Board of India**Role: IT Coordinator**

- Responsible for logging, monitoring and assigning calls to respective customer support engineer.
- Providing information and advice users on queries and concerns related to hardware and software.
- Providing first level of remote technical support to clients.
- Leading towards Network, Desktop and Data management system team
- Preparing and scheduling daily, weekly and monthly MIS reports and sending the reports to clients and managers.
- Arranging IT infrastructure for senior management meeting.
- Maintaining diaries and arranging appointments
- Preparing and maintain daily report of activities performed.
- Manage executives' calendars and setup meetings
- Managing time schedules for the team.
- Record and maintaining reliving formalities for Staff.

EducationaProfile :

Exam	Board/University	Year of passing	Grade
M.B.A (I.T.)	NMIMS University, (MH)	2023	Waiting for last semester result
T.Y.Bcom	Maharashtra State Board (MH)	2020	First Class
H.S.C	Maharashtra State Board (MH)	1999	Passed
S.S.C	Maharashtra State Board (MH)	1997	Second Class

Technical Skills: CISA certification perusing, MS-Office (Word Power point), Advance excel, vlookup, hlookup,

Personal Profile :-

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Notice Period : Immediate joining