Manjit Singh (H/P: 016-337 4445) aquarian_2382@yahoo.com

Profile:

- 17 years of IT experience with exposure to multiple roles including Technology Auditor, IT technical subject matter expert and non-technical role.
- > IT practitioner turned **Technology Auditor** with solid understanding of **IT audit methodology**.
- > ITIL V3 Foundation Certified.
- > ITIL Intermediate Certified Service Operation (SO).
- Familiar with Security standards and financial institution's regulatory requirements (RMIT, PayNet, MCIPD and MAS).
- Lead end-to-end audit reviews covering Cloud Services, Cyber Security, Infrastructure Services, Disaster Recovery, ISMS, application and project audit
- **Guide** and assist junior auditors on audit assignments.
- Solid experience in auditing IT controls across banking eco-systems with strong knowledge of application controls, Cyber security, systems resilience, Operating System, databases, identity and access management.
- Well versed in the technical security controls for the following areas: Data Leakage Prevention (DLP), Identity Access Management (IAM), SIEM monitoring and Endpoint Detection and Response (EDR)
- Executing **high quality, risk-focused assurance** work which provides management with powerful insights and recommendations for improving the control environment in line with organization strategic objectives.
- Providing independent, objective assurance to the Board Audit Committee regarding the adequacy and effectiveness of the risk management and control frameworks.
- > Continuously seeking ways to execute audits efficiently without negatively impacting audit coverage/quality.
- Assess the effectiveness of controls in information systems and related procedures to ensure compliance with policies, procedures and standards.
- > Ensure the **confidentiality, integrity and availability** of information assets.
- > Build **strong audit relationships** with key IT management via regular interaction.
- Sood understanding of ITIL process (Incident, Problem, Change and Service request).
- Subject matter **expertise in database** related technology.
- > Experience in leading operation team and short term ad-hoc projects.
- Setup operation team from beginning to the end and ensure the team is stabilize with all the processes are in placed and been adhered.
- Identify and Involved in continuous service improvement to optimize current processes by identifying ways to improve current way of working and increase productivity within the team.

Education:

B.Sc (Hons) in Computer Science

De Montfort University, Leicester, England

Certifications:

ITIL Foundation Certified v3 ITIL Service Operation Certified IBM Enterprise Design Thinking Practitioner IBM Enterprise Design Thinking Co-Creator Oracle Certified Professional (OCP - 10g) Oracle Certified Associate (OCA - 10g) Brainbench Certified - Oracle 9i Administration APTECH Certified Computer Professional (ACCP)

Training:

Advance IT Audit - August 2020 Oracle Performance tuning By Oracle Corporation – December 2007 Change Management Leadership Training – July 2010 **Professional Experience:**

Payment Networks (PayNet) **Technology Auditor, Manager Responsibilities:**

> \geq Lead and manage team of auditors on assignment basis.

- \geq Perform audit planning, fieldwork, reporting and follow up on audit findings for timely completion based on agreed management action.
- Conduct audit review for Cloud, Cyber Security, Infrastructure Services, Disaster Recovery, \geq application, ISMS and project audit.
- \geq Define the audit scope based on the audit plan that has been approved.
- \geq Guide and assist junior auditors on audit assignments.
- \geq Developed audit work program for IT audit assignment.
- \geq Validate controls design adequacy and perform control effectiveness testing for the audit areas.
- \geq Preform Compliance review validation.
- \geq Involved in ad-hoc audits as and when required.

CIMB Bank Berhad Technology Auditor, AVP Responsibilities:

- Lead, plan and scoping of audit assignments based on risk exposure.
- Conduct audit reviews covering Cyber security, Digital Banking, compliance, Infrastructure Services and in-sourcing.
- > Manage, execute and complete the assigned IT audit assignments within reasonable cost that assure management and the Board on the adequacy, integrity and effectiveness of the banking systems.
- > Interview appropriate personnel and conduct preliminary assessment of audit areas to understand the risk and control environment.
- Test key controls by gathering relevant audit evidence and documenting the test plans and results.
- Validate controls design adequacy and operating effectiveness testing for the audit areas.
- > Participate in the timely execution of IT audits within agreed time frame.
- Develop internal relationships within Group Internal Audit team to enable effective knowledge and resource sharing.
- Prepare audit reports in accordance with guality assurance review requirements
- > Follow up on outstanding audit issues and monitor timely completion of agreed remedial actions by the management.
- Analyses and identify key risks and develop appropriate audit work programs.

IBM Malavsia

November 2014 - April 2019

September 2019 – August 2022

Database Administrator Responsibilities:

- Lead in service out-sourcing/in-sourcing of applications to a different vendors and ensure all documents and knowledge transfer are been tracked and completed within the agreed time line.
- Responsible and ensure the IT services are delivered within the agreed service level agreement.
- Work with functional managers and the team sponsor to obtain necessary resources to support the team's requirements
- Assists management with hiring processes and new team member training

September 2022 – Current

- Conduct and lead Root Cause Analysis(RCA) for major incidents and develop implementation plan to avoid recurrence.
- Create and implement standard ITIL Incident, Major Incident and Service Request process.
- Responsible for day to day operation and process improvement for IBM clients.
- Ensure all Incidents and problem management process are been tracked and meet the agreed time line between IBM and customers.
- Ensure all changes follow the ITIL process and been presented to the CAB meeting.
- Trained no-technical (Service Availability Manager, Project Managers, Account Executives) employees on database technology.

Technical Responsibilities:

- Ensure database availability within the agreed SLA.
- > Follow best practices and adopt ITIL processes when resolving issues and implementing changes.
- Implement service improvement on the current landscape of database.
- Implement Oracle Database RAC and exadata.
- Provide recommendation and solution on issues related to Oracle database infrastructure.
- Automate/develop and setup database monitoring using shell scripts with email notification.
- Automate standard changes to reduce human error and to optimize database resources.
- ProvideL3 production support incidents, incident resolution and service requests to SLA
- > Update and maintain system documentation for the purpose of recovery and issue resolution
- Installation, configuration and upgrading oracle databases.
- > Establish and maintain sound backup and recovery policies and procedures.
- > Implement and maintain database security (create and maintain users and roles, assign privileges)
- Maintain proper documentation for future usage of other team members.
- Identify and provide recommendation for Oracle database improvement plan.

RP International Resources, Malaysia - Contract Position Project: CISCO Malaysia Managed Services

Oracle Database Administrator

Responsibilities:

- Responsible for formulating and implementing database administration policies and procedures.
- Responsible for installation, maintenance and technical support for all databases.
- Responsible for the administration and day-to-day operations to ensure maximum uptime.
- Identify and provide recommendation for database improvement plan.
- Configure Oracle Data Guard High Availability on AIX and windows environment.
- Maintain database integrity and ensure access is secured according to Oracle best practices.
- Provide DBA assessment of Incident and Change records and implement standard change of resolving common database request/issues.
- Perform oracle database patch on periodically basis.
- > To prepare and maintain database configuration documentations
- Perform database backup and recovery.
- Automate/develop and setup database monitoring using shell scripts with email notification.
- Assist the development team and provide input related to databases.

January 2014 – October 2014

British Telecom (BT Technology) - Contract Position Oracle Database Administrator

April 2013 – December 2013

Responsibilities:

- > Responsible for formulating and implementing database administration policies and procedures.
- Responsible for installation, maintenance and technical support for all databases.
- Responsible for the administration and day-to-day operations to ensure maximum uptime.
- Install Oracle RAC and Data Guard.
- Install and setup Oracle databases on AIX machine.
- Perform database performance tuning and SQL tuning.
- Develop database backup strategy
- Perform automation related to database jobs
- Assist the project team and provide input related to oracle database.

GlaxoSmithKline, GSK Technical Analyst

July 2011 - March 2013

Responsibilities:

- Assist the project team and provide input related to oracle database.
- Provide L3 application support for GSK supply chain.
- > Develop PL/SQL programs for bath processing.
- Look into problem management issues related to supply chain.
- Develop policies and procedures.

Steelcase Office Solutions, Global Shared Service Team Leader, Senior Oracle Database Administrator

January 2008 – June 2011

Responsibilities:

- > Team Leader of the database team.
- Mentor junior DBA on their daily task.
- > Monitor unassigned tickets in the queue and assigned them to the appropriate resources.
- > Take lead of planning, managing and implementing Oracle projects for Steelcase that have been approved.
- Provide timely resolution to all Database related Service requests.
- > Document and provide work instructions and procedures for database management and operational tasks.
- > Work with other teams, coordinating efforts, to ensure timely completion of tasks.
- Provide status update to management personnel on database related issues.
- > Designed and implemented Oracle database according to best practice to Steelcase environment.
- Prepare procedure documentation for Steelcase projects before handing over the task to the operation and support team (Offshore team).
- > Guided, assisted and giving suggestion to offshore team concerning to production issues.
- Discuss with DBA team in the US and come up with proper solution on issues regarding to Steelcase database.
- Prepare POV's (Point of View) document to convince team members in implementing new functions or project that will help to improve and enhance the current database system in Steelcase environment.
- Administer Oracle 9i and 10g database in HP-UNIX environment.
- Setup new Oracle instances for SAP application.
- Coordinate with offshore team on day to day basis on database administration task.
- Look over the entire development, quality assurance and production databases
- > Perform Oracle upgrades and apply Oracle latest patch.
- Perform database refresh from production to development environment.

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- > Design, implement and perform database backup using RMAN.
- > Perform RMAN recovery every quarterly to validate the recovery process.
- Developed the process to automate AWR report using k-shell.
- Setting up oracle monitoring scripts for oracle database using shell scripting.
- > Involved in database object creation such as tables, synonyms, triggers, indexes etc.
- Monitor any alerts from oracle database and follow up with the issue with proper resolution.

Carpathia Hosting, Megasoft USA - Contract Position Database Administrator

October 2006 – November 2007

Responsibilities:

- > Looked after the entire production and development database.
- Setup, Installed and configured oracle 9i and 10g on Solaris 8.0 and Solaris 10.
- Managed and performed data migration for Oracle database (750 GB of data).
- Responsible and performed database migration from oracle 9i to 10g.
- Setup and configured data guard/standby database for production database.
- Responsible for database backup and recovery using RMAN.
- Performed Oracle upgrades and apply patches
- > Provide incident report for management reporting.
- Installation, creation of various instances, and creation of tables, granting roles to users and maintain the security according to application.
- Involved in solving and troubleshoot day to day production issues as well as regular application release work.
- > Perform database tuning to make sure database performance is at optimum level
- > Perform table partitioning for large tables and archive obsolete data.
- Writing shell scripts (Korn Shell) to monitor oracle database activities on Solaris platform
- Setup-up and administer Materialized view replication for production database.
- Monitoring database activity for specific client performance issues.
- Worked with Oracle via Metalink on identifying the issues and fixing them.
- Coordinate and work with system administrator and storage team in their tasks to keep the databases up and running and plan for projects which involves hardware or system level changes.
- Responsible for daily data feeds in the production reporting database using batch jobs written in K-Shell and Oracle PL/SQL.
- > Assist and advice developers during object creation.

CSLucas Private Ltd, Malaysia Developer

Responsibilities:

- Loading flat files into Oracle database using SQL loader.
- Moving data from one instance to another instance using export/import method.
- Creating database triggers, stored procedures & functions.
- Writing scripts (Korn Shell) for database monitoring.
- > Developed Application programs using SQL Procedures, Functions and Database Triggers
- > Developed a program to create dummy data in C language on UNIX platform.
- Performed upgrade of existed financial application and implemented new features.
- Involved in web based application development using Java, JavaScript, JSP and HTML.

February 2006 - September 2006