

201 Creado Apartments,  
Juhu Church Raod,  
Juhu, Mumbai- 400049 India  
P : +91 8898080904  
E : hr6@falconmsl.com  
W : www.falconjobs.net

FALCON ID # 31070

Maintenance / Business Continuity

Residential Country : Saudi Arabia      Nationality : India  
Resume Title : Business Continuity      Notice Period : 1 Days

## EDUCATION

| Qualification | Institute / College /university | Year | Country |
|---------------|---------------------------------|------|---------|
| Mba/pgdm      | Madurai Kamraj University       | 2013 | India   |

## CAREER SUMMARY

| Position                                      | Employer   | Country         | From Month/<br>Year | To Month/<br>Year |
|---|--|-----------------|---------------------|-------------------|
| Associate Consultant<br>(Business Continuity) | Reputed Company  | Saudi<br>Arabia | 03/2015             | /                 |
| Operations Executive                          | Bank Of New York<br>Mellon International<br>Operations | India           | 08/2011             | 06/2013           |

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

| Name Of The Course | Course Date | Valid Upto | Name Of Organisation |
|--------------------|-------------|------------|----------------------|
|--------------------|-------------|------------|----------------------|

Current Salary (Monthly In Usd): Not Mention      Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Certifications [Jan 13]

- ? Certified Lead Auditor – Business Continuity Management Systems (ISO22301:2012)
- ? Certified Lead Auditor – Information Security Management Systems (ISO 27001:2005)
- ? Certified Lead Auditor – Information Technology Service Management (ISO 20000-1:2011)

- ? RABQSA – BC (Business Continuity)
- ? RABQSA – IS (Information Security)
- ? RABQSA – IT (Information Technology)
- ? RABQSA – AU (Auditing)
- ? RABQSA – TL (Lead Auditor)

#### Technical Skills

- ? Knowledge and Ability to work with MS Excel, MS Word, MS PowerPoint, MS Outlook & Windows 95/98/2000.
- ? Basic knowledge of Hardware, Software & Internet Skills.
- ? Completed C ' programming language from Seed InfoTech.

#### Additional Information :

- ? Responsible for conducting Business Impact Analysis and assist all Lines of Business to determine critical business processes, identify acceptable recovery time, alternate location and establish resources required for the successful resumption of business operations in the event of a disaster.
- ? Coordinate with businesses in identifying business critical activities
- ? Review and Approvals from the business lines coordinators and Business unit managers.
- ? Conducting BCP awareness sessions for staff members and updating BC representatives of their roles and responsibilities
- ? Ensure all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities.
- ? Conducting BCM Tool training sessions to BC Coordinators for all branches in KSA as and when required.
- ? Updating the activities and functions in the BCM Tool as required from the business lines and taking approvals for the same.
- ? Providing regular status updates to the Business Continuity Management Team