

MALKI PARANAWITHANA

IT EXECUTIVE | IT GOVERNANCE & COMPLIANCE SPECIALIST

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kmalkiparanawithana@gmail.com

Burjuman, Dubai, UAE



PERSONAL DETAILS

Name - D. K. M. Paranawithana
Birthday - 09-October-1996
Visa Status - Visit Visa

SKILLS

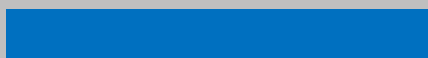
- Communication
- Customer Service
- Attention to Detail
- Time Management
- Teamwork
- Adaptability
- Multitasking
- Leadership
- Problem Solving
- Commitment
- Data Analysis
- Project Management
- IT Audit and Compliance
- Stakeholder Management

EDUCATIONAL QUALIFICATIONS

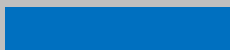
- Bachelor of Information and Communication Technology (Hons) at University of Kelaniya, Sri Lanka
- G. C. E. Advanced Level Examination
- G. C. E. Ordinary Level Examination

LANGUAGES

ENGLISH



HINDI



REFEREES

Can be provided on the request.

Dedicated IT and Compliance Executive with a proven track record in developing governance frameworks and ensuring regulatory compliance. Seeking to leverage expertise in data security and risk management to enhance organizational processes and promote adherence to industry standards and best practices.

EXPERIENCE

IT GOVERNANCE AND COMPLIANCE SPECIALIST

Eureka Technology Partners (Pvt) Ltd
Sri Lanka

Jun 2021 to Sep 2024

- Develop and implement IT governance frameworks that align with organizational goals, regulatory requirements, & best practices for effective risk management.
- Collaborate with cross-functional teams to establish IT policies and procedures that ensure data security and maintain regulatory compliance.
- Conduct regular audits and assessments of IT systems and processes, preparing detailed reports in alignment with ISO 27001, COBIT, ITIL, and NIST frameworks, to identify compliance gaps and provide recommendations for corrective actions and continuous improvement.
- Monitor changes in relevant laws and regulations, advising management on necessary adjustments to IT practices to maintain compliance and mitigate risks.

AUDIT ASSISTANT - COMPLIANCE

Telecommunication Regulatory Commission
Sri Lanka

Oct 2020 to Mat 2021

- Assist in conducting compliance audits to evaluate adherence to regulatory standards, internal policies, and industry best practices within the organization.
- Review and analyze financial documents and records to identify discrepancies, ensuring accuracy and compliance with relevant regulations and guidelines.
- Prepare audit reports detailing findings, recommendations, and action plans for addressing compliance issues identified during the audit process.
- Collaborate with internal teams to facilitate the implementation of corrective actions and improvements based on audit findings and recommendations.
- Support compliance audits to ensure adherence to regulations and standards.

CUSTOMER CARE ASSOCIATE

Dialog Axiata PLC
Sri Lanka

Mar 2019 to Oct 2020

- Respond to customer inquiries through phone, email, and chat, providing accurate information and ensuring a positive experience at all times.
- Resolve customer complaints and issues promptly, utilizing problem-solving skills to enhance customer satisfaction and maintain long-term relationships.
- Provide detailed product information, assisting customers with their inquiries to improve understanding and promote informed purchasing decisions.
- Maintain comprehensive records of customer transactions, feedback, ensuring accurate documentation for future reference & continuous service improvement.