

UNNATI SAXENA

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CAREER OBJECTIVE

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.

EDUCATIONAL QUALIFICATION

Examination	Discipline/ Specialization	School/ College	Board/ University	Year of Passing	Percentage (%)
B. Tech.	Information Technology	SRMSCET, Bareilly	AKTU	2017	76.2
Class 12 th	Physics, Chemistry, Maths	SMC, Allahabad	ISC	2013	80.5
Class 10 th	Science	SMC, Allahabad	ICSE	2011	81.8

EXPERIENCE

HCL Technologies Pvt. Ltd., Noida

July 2017 –Present

- Provided support to client on Archer as a Support team member for 2 months.
- Moved to Archer development team and worked on certain enhancements and development of various On-Demand Applications which includes workstreams like SOX Management and Policy Management (AIGPM).

TECHNICAL SKILLS

- Worked as a primary developer for SOX Management and Policy Management for a leading insurance company at HCL Technologies Pvt. Ltd.
- Responsible for the development, administration and support of the RSA Archer Platform - including screen design, data fields, calculations, workflows, integrations, etc.
- Delivering solution from end to end (Requirement gathering till signoff).
- Configuring access control in Archer with the help Access Role, Record Permissions, Private fields and Data Driven Events
- Configuring Events to bring automation to the solution.
- Configuring rule, action as per the need of Custom Workflow.
- Creating Data import file and importing data into Application
- Creating package and migrating solution from Dev, QA, and UAT environment.
- Testing the workflow and fixing the issues.
- Documentation (CAB documentation, Implementation Runbook).
- Modifying existing workflow as per the change request.
- Configuring reporting structure by creating report, iView, dashboard, and workspace.

- Packaging feature of archer and migrated solution from Dev to Test, Production environment.
- Knowledge of Custom code, worked on basic requirement.
- Scheduling KT Session with customer to give demonstration of end to end workflow implementation.

PROJECTS HANDLED

- **Policy Management**

APPLICATIONS INVOLVED

- Policy Documents - This application captures all the details required to create a policy and the related documents, approvers and reviewers.
- Review and Approval - This application is responsible for all the approvals required to create a policy.
- Exemption - This application gives some special privilege/ exemption, which could be given to a group.
- Implementation - This application is used to carry a general practice of assessing and analyzing in which scenario a policy should be created
- Annual Maintenance - Is used to update an already created policy
- Local Adoption - On basis of the scope of a policy, this application allows the policy liaison and legal Representatives to work on the details of the policy.

- **SOX Management**

APPLICATIONS INVOLVED

- 10K – Part of SOX Management but is operated in Issues application, when the “Issues Quantifiable” in Issues “Yes” then it is visible to the user.
- Action Plans - Allows you to centrally manage multiple findings and track actual and estimated remediation costs and timeframes.
- Control Assessment - The Control Assessment application serves as a central repository for procedures, baselines, and activities, establishing the foundation for enterprise-wide risk monitoring and compliance measurement.
- A selection option of MAR, SOX, CCAR, FRR will also be available for categorization. This selection will drive view options and other content changes.
- Issues - It is used to document issues, deficiencies or gaps found through assessments and control testing.
- PRC Assessment -
- The PRC Assessment application serves as a central repository for procedures, baselines, and activities, establishing the foundation for enterprise-wide risk monitoring and compliance measurement.
- This application contains a reference with the Assessment Unit application which shows a picture of entire organization hierarchy.
- Process Risk Control Assessment - The Process Risk & Control Assessment application serves as a central repository for the combination of Business Processes associated Risks and their control. This application act as a link between PRC Assessment & Control Assessment.
- SOX Audit Trail Report - The SOX Audit Trail Report application is used to fetch the history log data of the applications PRC Assessment, Control Assessment, Test Plan, Test Results, Issues and Action Plan.
- Test Plans - The Test Plans application serves as a central repository for several test plan which is further consist of test steps/procedures and activities, establishing the foundation for enterprise-wide for different Controls testing
- Test Results - The Test Results Questionnaire captures the results which is launched over test plans & serves as a central repository for Test Plan.

SKILL SUMMARY

- RSA Archer 6.x

PROFESSIONAL CERTIFICATION

- RSA Archer Certified Administrator 6.x