

BERJES ERIC SHROFF

I have over 17 years of experience in diversified fields of Information Technology including, IT Security, IT Audit, IT Governance, Software / Web Development, Training, and Network Administration.

My articles on IT security and IT audit have been published regularly in a well known IT magazine.

EDUCATIONAL QUALIFICATIONS:

QUALIFICATION	INSTITUTE
Executive M.B.A. (Currently pursuing)	Institute for Technology & Management (India) / Southern New Hampshire University (USA)
B.Sc. (Hons) – Computing	University of Portsmouth, UK
Graduate Diploma – Computer Studies (Equivalent to B.Sc.)	Polytechnic of Wales (Now University of Glamorgan), UK
Higher National Diploma – Computing	Gwent College of Higher Education (Now University of Wales – Newport), UK

PROFESSIONAL QUALIFICATIONS:

QUALIFICATION	INSTITUTE
Certified in the Governance of Enterprise IT (CGEIT) (Currently pursuing)	Information Systems Audit & Control – ISACA (USA)
Certified Information Systems Auditor (CISA)	Information Systems Audit & Control – ISACA (USA)
ISO 27001 Lead Auditor	Det Norske Veritas (DNV), Norway
ISO 27001 Lead Implementer	MIEL e-Security
I.T.I.L. v3	EXIN (Examination Institute for Information Science)
TBEM - TATA Business Excellence Champion (Qualified as Internal Auditor)	Tata Quality Management Systems (TQMS)

WORK EXPERIENCE

I. TATA SERVICES LTD.

Manager – Information Technology (Head of I.T. Department)

Some Achievements:

- Successfully operationalised the IT Department, providing Software / Web Development, Training, E-mail and Internet access services to all users at the HQ, besides designing the Intranet with IBM, for the HQ of the Tata Group
- Awarded a Certificate of Merit, for “Continuously Working with Enthusiasm and Unwavering Positive Attitude”
- Architect of the highly secure email platform for the Tata group
- Created and implemented Information Security Policies based on ISO 27001 standard, for Tata Services and Tata.com users. Also assist other Group companies for creation of IS policies
- Advise management on Information Security and controls
- Advise management on IT technology for business solutions and security
- Conduct quarterly Internal IT Audits for Tata Services and some Group companies
- Conduct Risk Assessment activity for Tata Services and Tata.com messaging platform
- Created the ISMS Manual based on ISO 27001 standard for Tata Services and Tata.com users
- Create and Conduct regular Information Security Awareness Programs
- Overall management of IT Department, including Strategic Planning & Budgeting
- Initiated the “Green Movement” by bringing together Tata Services and ECORECO, for safe disposal of IT-related equipment
- Have contributed very successfully towards cost-saving for the organization
- Developed Intranet sites for Group’s Legal community, TBEM Western Region Forum, Business Excellence site for Tata Services Ltd. and Internet web site for Tata Central Archives
- Created mini version of TBEM model, based on the Malcolm Baldrige Award for smaller departments of Tata Services Ltd.

Other:

- Member: Bombay Chamber of Commerce & Industry’s (BCCI), Information & Communication Technology Committee (ICT)
- Member: Capital Expenditure Coordination Committee
- Member: Internal Audit for Business Excellence (based on the Malcolm Baldrige Award)
- Chairperson (past): Purchasing Policy & Vendor selection committee

II. ROYALTECH COMPUTERS, CANADA

Programmer / Trainer

Royaltech Computers was an IT company based in Toronto – Canada, involved in Software Development and imparting IT Training to Corporate Houses.

Achievements / Nature of Work:

- Software development (Oracle & FoxPro) and imparting IT training to Business Houses

III. BRIMWOOD JUNIOR SCHOOL, CANADA

Volunteer

Based in Ontario – Canada, worked as a volunteer, teaching children and the staff to use Apple Macintosh software and fundamentals of Programming.

IV. PROCTER & GAMBLE (I) LTD.

Consultant – Management Systems Department

Procter & Gamble (P&G) is a recognized worldwide leader in Fabric & Home Care, Baby Care, Feminine Care, Family Care, Beauty Care, Health Care, and Snacks & Beverages products.

Achievements / Nature of Work:

- Developed Software for Data Entry agencies in Metros of India, software for uploading data to AS-400 systems at HQ and Asset Tracking software
- Team Leader for 20 member team for managing data entry and operations of newly introduced General Office Sales Accounting System
- Responsible for producing MIS Reports for management and meeting deadlines for sending reports to P&G HQ in Cincinnati, Ohio – USA

V. SELF EMPLOYED

I wanted to experience the challenge of conducting ones' own Business, to give me experience and the exposure that one would rarely encounter otherwise. I was involved with IT Training and Software Development. This honed my skills in Marketing, Finance and Communication.