

Sirajam Munira

Dallas, TX | sirajamm99@gmail.com | 972-977-0462 | <https://www.linkedin.com/in/sirajam-munira/>

Education

The University of Texas at Dallas

B.S. in Supply Chain Management

December 2021

Skills

Languages and database: SQL, Python

Tools and applications: Advanced MS Excel, MS Visio, Tableau, PowerBI, QlikView, Alteryx, Microsoft PowerPoint, Adobe Creative Suite, Canva, Eloqua, ZoomInfo, Salesforce, JIRA

Work Experience

JP Morgan Chase & Co. – Plano, Texas

Technology Audit Analyst

Feb 2022 – Dec 2023

- Led comprehensive audits across 10+ systems, including security, networking, and IAM, identifying and mitigating 15 critical vulnerabilities, reducing risk exposure by 40%.
- Produced comprehensive audit and financial documentation and delivered presentations on Global Technology Infrastructure, business plans, corporate governance and risk regulation.
- Detected 19 control deficiencies in reporting processes and implemented actions leading to a 25% reduction in audit findings during annual audit reviews.
- Employed tools like Alteryx and Excel to enhance testing efficiency through process flows, data analytics and interpretation, resulting in reduced testing by 30%.

Internal Audit Analyst

June 2021 – Aug 2021

- Evaluated controls through the lens of data analysis, streamlining process and application testing by cutting the fieldwork time by 15% for the audit's duration
- Analyzed audit trends across the past 15 audits in a team's lifetime and presented findings to management leading to increased insight in the team's planning framework
- Presented a case study with a team of 8 exploring risk measurement methods, internal controls, and market research

Fujitsu Network Communications – Dallas, Texas

Inside Sales Co-op

Oct 2020 – Dec 2021

- Generated and analyzed weekly sales reports, employing Salesforce and ZoomInfo to drive informed decision-making.
- Conducted 100+ effective outbound calls weekly, identifying sales opportunities and contributing to the annual revenue growth by 25%.
- Orchestrated 10 targeted email campaigns using Marketing Automation Tools and A/B testing, ensuring client engagement and fostering conversions of 20%.

Leadership

Internal Audit Summer Analyst Case Study Coach

Provided mentorship and leadership to a group of 8 interns for a case study project, fostering understanding of the audit methodology and design thinking on how the department contributes to mitigating risk across the firm