

MERVEILLE KALUBI

IT COMPLIANCE ANALYST – Regulatory Compliance. Policy Development & Data Analysis

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SKILLS

- **Cloud Platforms:** AWS & Microsoft Azure for compliance-driven infrastructure & secure system management.
- **Enterprise Tools:** Jira, O365, and Intune for workflow tracking, endpoint security, and compliance reporting.
- **Data & Documentation:** Excel & SharePoint for auditing, reporting, centralized compliance documentation.
- **IT Administration:** Active Directory for identity governance, access control, and compliance monitoring.
- **Governance Platforms:** Turboat-OneTrust for IT risk management, policy enforcement, regulatory compliance.

WORK EXPERIENCE

Bilingual IT Operations Coordinator and Compliance

April 2023 – Present

taq Automotive Intelligence

Ontario

- Coordinated IT operations across 6 departments, validating 100+ monthly access requests, enforcing ITGC protocols, and achieving 100% compliance through structured governance and monitoring frameworks.
- Executed 40+ quarterly audits of system, detecting anomalies in provisioning workflows, correcting discrepancies & ensuring adherence to privacy standards with traceable compliance documentation maintained in platforms.
- Documented 120+ incident resolutions annually in Jira, integrating corrective actions, enabling audit readiness & improving compliance tracking accuracy by 30% via standardized categorization and structured reporting.
- Directed 5 technology implementations, aligning documentation with SOC 2 and ISO 27001 compliance, achieving 100% governance adherence & reducing deployment errors by 25% through validation processes & control testing.
- Verified 50+ vendor contracts annually, ensuring licensing compliance, resolving 20 discrepancies, and achieving 100% adherence to procurement standards while reinforcing operations across IT governance structures.

Bilingual Funding and Documentation Analyst

July 2021 – April 2023

SCI Lease Corp

Ontario

- Audited 200+ lease contracts quarterly, validating documentation accuracy, correcting 98% of errors & ensuring SOX compliance via structured review methodologies and reconciliation, strengthening governance accuracy.
- Monitored financial documentation integrity, detecting 25+ discrepancies monthly, implementing corrective adjustments & preventing 100% compliance breaches via structured validation procedures & standardized reporting.
- Prepared 50+ reconciliation reports annually, supporting internal & external audits with evidence collection, achieving 100% audit readiness & reducing review cycle times by 20% through structured compliance verification.
- Liaised with 30+ dealers & brokers monthly, resolving compliance findings, ensuring 100% adherence to internal controls & improving communication efficiency by 25% via structured coordination & standardized reporting.
- Processed 150+ lien registrations annually, executing amendments within legal requirements, achieving procedural compliance & reducing processing delays by 30% via optimized procedures & methodical validation checks.

Bilingual Client Relations Specialist & Lease Administrator

February 2019 – July 2021

SCI Lease Corp

Ontario

- Administered 300+ contracts annually, validating client data accuracy via access reviews, reducing processing errors by 40%, and ensuring compliance with documentation standards via workflows and verification procedures.
- Addressed 50+ client escalations monthly, coordinating across 5 departments, resolving 95% of issues within SLA timelines, and improving operational efficiency by 30% through structured coordination and escalation handling.
- Processed 200+ lease amendments annually, ensuring compliance with procedural requirements, reducing discrepancies 25% & maintaining 100% adherence to policy governance standards via structured validation processes.
- Coordinated with 4 cross-functional teams weekly, ensuring accurate data integration, improving collaboration by 20%, and reducing duplication errors by 35% through structured communication and standardized reporting.
- Facilitated 100+ client onboarding cases annually, validating documentation accuracy, achieving compliance with internal standards & reducing onboarding delays by 30% via streamlined procedures & verification checks.

EDUCATION

Diploma in IT Administration

October 2021 – December 2022

Trios College, Toronto

Bachelor in Business and Corporate Law

September 2010 – July 2013

Private University of Tunis, Tunisia

CERTIFICATIONS

- DevOps - SimplyLearn - Caltech - November 2025
- Soc Analyst - ThinkCloudly - November 2025
- Certified Ransomware Specialist 2025 - ProofRead - April 2025