

Yazeed Almutairi

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Riyadh, Saudi Arabia

SUMMARY

Information Systems graduate with a background in technology, data, and business processes. Knowledgeable in databases, networks, and system analysis, with an understanding of internal audit functions.

EXPERIENCE

IT and Digital Transformation Assistant Agency, Civil Status Agency | Saudi Arabia

Cooperative Training | June 2024 – August 2024.

- Managed user accounts and permissions using Active Directory system daily.
- Monitored server performance and status through VMware software regularly.
- Participated in automating processes to improve operational efficiency successfully.
- Analyzed service reports, workflows, and data for process evaluation.

Upsource By Solutions

Tamheer Internal Audit Department | July 2025 – Present.

- Tracked audit cases and followed up on progress
- Knowledge of Internal audit methodology and process.
- Understanding of internal audit function.

EDUCATION

Prince Sattam Bin Abdulaziz University | Saudi Arabia

Bachelor of Information Systems | College of Computer Engineering & Sciences | 2019 – 2024.

COURSES

- Project Management in NPO sector at Misk | Misk Certification | 2025.
- Intermediate SQL | DataCamp Certification | 2024.
- Database Design | DataCamp Certification | 2024.

RESEARCH

- Graduation Research | Developing an NLP model towards contract generator.

VOLUNTEERING

- Volunteer | Ertiqa and General Authority for Statistics Association | Technical Support Department | Formatted multiple devices using Blancco for secure data erasure. Helped set up used devices to aid charitable organizations | February 2025.

SKILLS

● Hard Skills:

- Microsoft Office (Excel, Word and PowerPoint).
- Process Automation.
- Data Analysis and Reporting.
- Project Management (NPO sector).

● Soft Skills:

- Communication skills.
- Time Management.
- Problem-Solving Skills.
- Decision-making.

LANGUAGES

- Arabic.
- English.