

ABDULELAH ALSHEHRI

DIGITAL SOLUTIONS EXPERT

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PROFESSIONAL SUMMARY

Digital Solutions Expert with 9+ years of experience in software development, digital solutions delivery, and project coordination across government and private sectors. Manages digital platform enhancements, translates business needs into requirements, and coordinates vendor delivery. Experience includes systems serving 70,000+ users, project tender documentation, and technical evaluation of vendor proposals.

CORE COMPETENCIES

Requirements Analysis & Solution Design | Business Process Improvement
Vendor & Stakeholder Coordination | Project Delivery & Follow-up
Tender Documentation & Technical Evaluation | Workflow Automation
SharePoint & Microsoft 365 | Power Automate & Power Apps

PROFESSIONAL EXPERIENCE

Digital Solutions Expert | Saudi Business Center

Nov 2024 - Present

- Manage the continuous improvement of the knowledge portal, identifying enhancement opportunities and translating them into requirements for the contracted vendor.
- Meet with internal departments, including Training, to gather and clarify requested changes to their dedicated portal sections.
- Coordinate vendor meetings to explain requirements, clarify expected functionality, and follow up on implementation progress and outstanding items.
- Coordinate the automation of training processes, including training content, exam administration, and performance tracking.
- Prepare project tender documentation, including the scope of work and technical requirements, to support procurement when the existing vendor contract ends.
- Participate in the technical committee to review and evaluate vendor proposals against project requirements.

SharePoint Development Specialist | Zain

Feb 2024 - Nov 2024

- Designed and implemented SharePoint Online solutions and automated workflows using Power Automate to streamline manual processes.
- Translated business requirements into technical solutions aligned with user needs.
- Mentored junior developers and promoted SharePoint development practices to improve quality and consistency.

PROFESSIONAL EXPERIENCE - CONTINUED

Computer Programmer | Royal Saudi Air Force

Oct 2018 - Feb 2024

- Developed and deployed an employee attendance system serving 70,000+ users, covering requirements, development, training, and ongoing support.
- Developed a visitor-validation system to verify visitor identity based on badge status.
- Coordinated with business stakeholders to clarify requirements and support system delivery and enhancements.
- Allocated tasks and supported team members through follow-up and technical guidance.

Product Manager | 6lb Menu (Freelance)

Jun 2021 - Sep 2021

- Received new customer orders and coordinated the delivery of the technical product.
- Explained product features and usage to customers during handover.
- Handled customer invoicing following product delivery.

Technical Team Lead | Stormnology Company (Freelance)

Dec 2018 - Aug 2021

- Led a development team delivering web and mobile solutions, coordinating scope, timelines, and client communication.
- Oversaw sprint planning, code reviews, and quality assurance activities.

Project Coordinator | Nesma Telecom & Technology

Dec 2016 - Oct 2018

- Attended project meetings and coordinated delivery schedules and project timelines with customers.
- Checked and prepared products before delivery and prepared delivery documentation.
- Attended deliveries, verified that all required items were supplied, and coordinated signed receipt documentation.
- Prepared invoices and followed up on the invoicing process with customers.

EDUCATION

MSc in Computer Software Engineering | King Saud University

BSc in Information Technology | Shaqra University

PROFESSIONAL TRAINING & COURSES

PMP Exam Preparation Course | Human Resource Professional for Training

iOS Application Development | Ministry of Communication and Information

Oracle Database Control | Saudi Academy

Oracle SQL Database Design | Saudi Academy

Analyzing and Visualizing Data with Microsoft Power BI | The Financial Academy

AI Awareness and Fluency | Ministry of Commerce

LANGUAGES

Arabic: Native | English: Professional Working Proficiency