

Joud S. Al-Buraiki

Management Information Systems

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SUMMARY

MIS fresh graduate with practical experience in analyzing business processes, supporting system operations, and collaborating with cross-functional teams. Strong foundation in data management, system workflows, and business requirements documentation, with adaptability to diverse technology-driven business roles.

EDUCATION

Prince Mohammad Bin Fahd University
Bachelor's Degree of Science in Management Information Systems

Al Khobar, Saudi Arabia
2021 – 2025

EXPERIENCE

System Analyst Intern, Hamad M. Al Rugaib & Sons Trading Co Ltd

Al Khobar, Saudi Arabia
Jun 2025 – Dec 2025

- Administered user credentials, including creation, modification, and deactivation, ensuring compliance with security protocols and efficient access management.
- Identified and corrected data discrepancies within the system to ensure accuracy and consistency, improving data integrity and supporting operational efficiency.
- Interpreted complex business challenges and translated them into clear, technical documentation for developers.
- Gathered and documented business and functional requirements by engaging with stakeholders and end-users.
- Conducted thorough testing, troubleshooting, and performance evaluations to ensure system reliability and resolve issues.
- Analyzed system workflows, identifying gaps and improvement opportunities to optimize processes and support redesign efforts.
- Supported system implementation and re-implementation activities, ensuring alignment with business needs and user requirements.
- Assisted in User Acceptance Testing (UAT), providing system technical support, and facilitating issue resolution for end-users.

VOLUNTEERING

Volunteer, King Abdulaziz Center of World Culture – Ithra

Dhahran, Saudi Arabia
Aug 2024 – Present

- Coordinated workshop activities, ensuring smooth operations.
- Managed crowd flow, guided visitors, and provided assistance.
- Provided exceptional customer service by addressing visitor inquiries and ensuring a positive experience.
- Collected feedback from visitors to improve future events and enhance visitor satisfaction.

Member, Management Information Systems University Club

Al Khobar, Saudi Arabia
Aug 2024 – May 2025

- Managed the club's digital presence, including social media updates and online engagement, to attract new members.
- Coordinated and facilitated networking opportunities for club members, connecting students with industry professionals.
- Organized and participated in club events, fostering a collaborative learning environment.

Volunteer, Rwad University Club

Al Khobar, Saudi Arabia
Aug 2024 – Jan 2025

- Organized guest talks and managed events.
- Assisted marketing team with promotional campaigns and outreach.
- Contributed to the development of post-event surveys, analyzing feedback to drive improvements for future events.

SKILLS

- Time Management**
- Problem Solving**
- Team Collaboration**
- Attention to Details**
- Database Management**
- Systems Analysis and Design**
- Project Management**
- Microsoft Office Suite**
- Microsoft Dynamics**

LANGUAGES

- Arabic**
- English**