

Abdulmalek Ahmed Jey

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PROFESSIONAL SUMMARY

Digital Transformation and Enterprise Architecture Specialist with cross-government experience and a strong foundation in technology, business analysis, governance, and project delivery. Skilled in translating strategic objectives into practical technology and process improvements through current-state architecture documentation, gap assessments, Qiyas compliance support, and the development of digital transformation roadmaps.

WORK EXPERIENCE

Digital Transformation & Enterprise Architecture Specialist, *Wakeb* 05/2025 – Present — Riyadh

- Work across multiple government transformation projects to enhance digital maturity, support governance initiatives, and improve compliance readiness.
- Coordinate with stakeholders, consultants, and project teams to ensure requirements alignment and successful project execution.
- Prepare and enhance required documentation in accordance with Qiyas standards to improve the organization's overall evaluation and compliance score.
- Lead the analysis, mapping, and documentation of organizational procedures and workflows, producing standardized process documentation.
- Conduct comprehensive gap analyses between current state (AS-IS) and target state (TO-BE) and propose digital transformation roadmaps.
- Collaborate with the advisory team to refine the organization's strategic direction and enhance its execution roadmap.
- Contribute to organizing a governmental hackathon in the Eastern Province, supporting advisory and innovation-related activities.

Business Analyst, *Emdad Al Khebrat (ELM Subsidiary)* 02/2025 – 04/2025 — Al Ula

- Managed the Inspection and Quality Platform for the Royal Commission for AlUla, ensuring alignment between operational processes and strategic objectives.
- Evaluated client needs, coordinated with technical teams, and supported integration with government systems.
- Analyzed business requirements and identified process improvement opportunities to enhance platform performance.
- Provided recommendations to improve platform functionality, address gaps, and support continuous improvement.
- Oversaw IT engagement across ELM-related projects in AlUla, managing technical deliverables and supporting ongoing performance improvements.

IT Project Manager, *SAMI | Advanced Electronics* 08/2023 – 01/2025 — Jeddah

- Analyzed and gathered business and technical requirements in coordination with stakeholders.
- Planned project budgets, monitored costs, assessed risks, and supported decision-making.
- Facilitated meetings and maintained effective communication with stakeholders, vendors, and internal teams.
- Monitored project progress, prepared status reports for senior management, and tracked risks and mitigation actions.
- Contributed to enterprise architecture initiatives by aligning technology solutions with business objectives.

Data Analyst, *Ejaro* 05/2022 – 07/2023 — Jeddah

- Analyzed operational data, identified areas of improvement, and prepared periodic performance reports.
- Collaborated with cross-functional teams to improve user experience and support front-end enhancements.
- Conducted software testing prior to deployment to ensure quality and usability.
- Managed live operations, claims, and customer cases, ensuring timely resolution and service quality.
- Supported partnerships and service improvement initiatives to enhance user satisfaction.

EDUCATION

Bachelor's in Computer Science, King Abdulaziz University 01/2022

COURSES & CERTIFICATIONS

Establishing an Enterprise Architecture Office Using the TOGAF Framework, <i>Tuwaiq Academy</i>	10/2025
PMP Certificate, <i>PMI</i>	11/2024
Introduction to Cloud Computing, <i>IBM</i>	07/2024
Training Course for TOGAF, <i>JODAYN</i>	01/2024
ITIL 4 Certificate, <i>PeopleCert</i>	10/2023
Data Analyst Professional Certificate, <i>IBM</i>	06/2023

HARD SKILLS

Digital Transformation, Enterprise Architecture, Business Analysis, Project Management, Requirements Gathering, Gap Analysis, Roadmap Development, Qiyas Compliance, TOGAF Framework, NORA Framework, IT Service Management, Data Analysis, Microsoft Office 365 Tools, Power BI, SQL

SOFT SKILLS

Team Leadership, Collaboration, Attention to Detail, Decision-Making, Problem-Solving, Time Management, Communication, Critical Thinking, Stakeholder Management

LANGUAGES

Arabic, English