
BAKR ALBAKRI

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PROFESSIONAL SUMMARY

Details oriented technology professional with 5+ years of experience in overseeing and enhancing ERP systems, with a focus on Human Capital Management and Procurement modules, boosting operational performance and improve business productivity at Saudi Research and Media Group. Demonstrated history of effective implementations, process enhancements, and user training. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Pursuing a senior position to provide strategic direction and managerial expertise in a thriving and expanding company.

SKILLS

- ERP System: Microsoft Dynamics 365
- Technical writing and documentation
- Data Analysis: SQL, Power Bi, Excel
- Programming: Java, Python, PHP
- Low code: Microsoft Power Platform
- Digital Design: Photoshop, Illustrator, Premier
- Research Tools: NVivo
- Ticketing Systems: JIRA
- Operating Systems: Windows, macOS, Linux

WORK HISTORY

ERP Specialist, 11/2021 - Current

Saudi Research & Media Group

- Gathered and evaluated requirements of business stakeholders, guaranteeing their alignment with input and output of processes.
- Implemented and maintained payroll system configurations for multiple legal entities with thorough documentation.
- Configured and maintain business workflows that successfully achieved business objectives.
- Executed data cleaning on datasets prior to migration to production environment, ensuring quality standardized data structure.
- Ensured data security within ERP environment through implementation of robust access controls and security policies.
- Documented standard operating procedures and user manuals for ERP processes, facilitating knowledge transfer and consistent process execution.
- Implemented well-documented quality assurance procedures which ensured product quality adheres to required standards.
- Supported smooth launch and user experience through functional end user testing and interface testing.

Information Technology Systems Analyst, 02/2019 - 10/2021

Saudi Research & Publishing Company

- Collected essential prerequisites for conducting proof of concept (POC) on software chosen from various vendors to implement payroll system capable of handling multiple currencies and branches.
- Managed a range of vital ERP components, including the organizational structure and financial dimensions of several legal entities, while ensuring effective coordination with relevant stakeholders.
- Ensured smooth coordination with relevant departments and company's partners to effectively address business requirements during implementation phase of company's ERP system.
- Reviewed requirements document to guarantee compliance with industry best practices and alignment with business objectives.
- Documented effective and replicable methods for extracting data and organizing data sources to fulfill end-users' requirements via views, stored procedures, and data flows.
- Documented standard operating procedures and user manuals for ERP processes, facilitating knowledge transfer and consistent process execution.

EDUCATION

Bachelor of Arts: Computer Science, 01/2017

University of St. Thomas – St. Paul - MN, USA

Honors: Magna Cum Laude, GPA: 3.81/4.0

Dean's List: 2014 - 2017

Minnesota English Language Program (MELP): 2013

University of Minnesota - MN, USA

TOEFL Score: 563, IELTS Score: 7

ACCOMPLISHMENTS

- Successfully facilitated a seamless transition from company's outdated legacy system to current utilized system through meticulous process alignments, datasets cleansing, comprehensive results comparison, and ensuring availability and accuracy of existing reports.
- Utilized Power Automate and SQL to proactively develop a system that updates AD data, migrating employee information from ERP to Active Directory, resulting in cost savings of \$40k annually since 2020, in contrast to vendor-provided external options.
- Developed customized software applications: pay slip mailer via Java, image exporting tool via Python, greeting cards generator via PHP, resulting in increased management satisfaction.
- Produced bilingual instructional videos that adds a learning experience for over 2000 employee, increasing productivity and usability of company's ERP system.
- Successfully assisted end users by resolving 650 JIRA tickets over span of 6 months.

LANGUAGES

Arabic:

C2

English:

C1

Proficient

Advanced