

Abdullah Aldawsari *HR Specialist and People Analytics*

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🌐 Abdullah Aldawsari

HR Specialist & Analyst with nearly 4 years of experience in HR operations and people analytics. Skilled in streamlining HR processes, attendance forecasting, payroll accuracy, and Qiwa/GOSI compliance. Proficient in Workday, Power BI, and Excel, using data insights to improve HR performance. CIPD Level 3 certified and pursuing SHRM-CP.

📁 Professional Experience

HR Associate Partner, Amazon

Mar 2024 – Sep 2025 | Riyadh

- Developed and implemented Weekly Business Review (WBR) SOP, standardizing HR metric reporting and improving cross-site performance visibility.
- Supervised HR operations across Riyadh and Jeddah, creating instructional videos and SOPs that improved task accuracy and consistency.
- Led weekly attendance forecasting and target setting, aligning actuals with business goals and supporting >91% attendance achievement.
- Developed Excel reports and HR dashboards, improving visibility of attendance trends and supporting data-driven decisions by operations leaders.
- Managed payroll timesheets ensuring 100% accuracy and timely salary processing for 1,300+ associates.
- Oversaw workforce scheduling for two sites, aligning labor distribution with headcount requirements from multiple departments and ensuring stakeholder needs were met.
- Directed Qiwa and GOSI compliance processes, ensuring full contract registration and maintaining audit readiness.
- Collaborated with IT to equip HR team with iPads connected to HR systems, enabling real-time data access and smoother on-floor HR operations.
- Conducted investigations with ER team, ensuring fair, timely resolutions and policy compliance.
- Improved onboarding and offboarding workflows, reducing new hire time-to-productivity and ensuring smooth exits.
- Organized employee engagement activities to maintain morale during peak operations (e.g., White Friday).
- Conducted deep-dive analyses and audits of HR data and KPIs, becoming the go-to person for identifying root causes, correcting discrepancies, and presenting actionable insights to stakeholders.
- Collaborated cross-functionally to enhance HR systems, automate manual processes, and share best practices.

HR Coordinator, Al Rashid Abetong Co. Ltd.

Mar 2022 – Feb 2024

- Spearheaded the registration of over 2,500 employee contracts on the Qiwa system, boosting compliance from 20% to over 85% within six months.
- Analyzed employee contract data, cleaned and prepared records for accurate registration in the Qiwa platform, reducing errors and ensuring compliance.
- Managed HR administration and recruitment processes, including record-keeping, onboarding support, and timely updates in HR systems.
- Assisted managers and employees with employee relations issues, providing guidance and promoting a positive workplace culture.
- Collaborated with payroll and operations teams to ensure accuracy of employee data for salary processing and compliance.

 Education

English Language and Literature Bachelor of Arts,

2014 – 2018

Prince Sattam Bin Abdulaziz University

- GPA / Grade: Excellent Grade and G.P.A of (4.55 / 5.00) with the Second-Class Honours

 Skills

Core Functional Skills

- HR Data Analysis & KPI Tracking
- Reporting & Dashboard Development (Excel, Power BI)
- Attendance Forecasting & Trend Analysis
- Payroll Accuracy & Timesheet Management
- Compliance & Contract Management (Qiwa, GOSI)
- Process Optimization & SOP Development
- Stakeholder & Cross-Department Collaboration (Ops, IT, Payroll)

Systems & Tools

- Workday HCM
- Power BI (Visualizations & Reports)
- Advanced Excel (PivotTables, Formulas, Data Cleaning)
- Tableau (Basic)
- Quip
- Microsoft Office Suite (Word, PowerPoint, Outlook)

Soft Skills

- Analytical Thinking & Problem-Solving
- Process-Driven & Detail-Oriented
- Stakeholder Management & Collaboration
- Initiative & Self-Motivation
- Effective Communication

 Languages

Arabic - English

(IELTS - 6.5 Overall Score)

 Achievements and Recognition

Employee of the Quarter, Amazon

Jan 2025

Awarded for consistently diving deep into HR data and metrics, identifying root causes, and implementing process improvements that reduced manual workload and enhanced team efficiency. Recognized for maintaining high HR performance standards and supporting operational goals during peak periods.

Certificate of Appreciation - White Friday Peak, Amazon

Dec 2024

Recognized for outstanding performance in HR operations during peak season. Contributed to achieving >91% attendance and ensured smooth workforce management under high-demand conditions.

 Certificates

CIPD Level 3 – People Practice
(Foundation Certificate)

Completed (Issued Apr 2023)

SHRM-CP (In Progress)

IBM Data Analytics
Fundamentals

Completed (Issued Oct 2024)

Microsoft Office Specialist: Excel
Associate (MOS)

Completed (Issued Jan 2024)