

ABDULAZIZ ALMUTLAQ

HR Specialist

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PROFESSIONAL SUMMARY

HR Specialist with experience in HR operations, employee services, recruitment, talent acquisition, HR strategy support, organizational development, onboarding, offboarding, payroll coordination, employee records management, and HR compliance. Skilled in using AI tools and workflow automation to improve daily HR tasks, enhance documentation accuracy, streamline reporting, and support strategic HR initiatives aligned with company policies, business objectives, and labor law requirements.

EDUCATION

Bachelor's Degree in Business Administration

Arab Open University - Riyadh, Saudi Arabia

Expected Graduation: August 2026

CORE SKILLS

HR Strategy Support | Recruitment & Selection | Talent Acquisition | Organizational Development | HR Operations | Employee Services | Onboarding & Offboarding | Payroll Coordination | Employee Records Management | HR Policies & Procedures | Labor Law Compliance | Employee Relations | Performance Management Support | Compensation & Benefits Administration | HRIS | Attendance Management | HR Process Automation | AI Tools for HR | HR Reporting Automation | Documentation & Reporting | Communication Skills

WORK EXPERIENCE

HR Specialist | MSGA Investment - Riyadh, Saudi Arabia

08/2025 - Present

- Supported HR operations, employee services, and daily HR activities in alignment with company policies and business requirements.
- Assisted in developing and improving HR strategies, policies, procedures, and internal HR workflows.
- Managed recruitment and talent acquisition activities, including candidate sourcing, screening, interview coordination, and onboarding support.
- Supported organizational development initiatives, including job descriptions, authority matrix, performance support, and internal structure improvements.
- Maintained accurate employee records, HR documentation, contracts, and personnel files.
- Coordinated payroll-related data, attendance records, employee requests, and HR reports.
- Supported employee relations by handling inquiries, resolving issues, and improving employee experience.
- Collaborated with management and department heads to support workforce planning and HR process improvement.
- Utilized AI tools and workflow automation to streamline daily HR tasks, documentation, reporting, and follow-up activities.

Employee Services Specialist | Alnada Plastic Factory - Riyadh, Saudi Arabia

09/2022 - 05/2025

- Delivered end-to-end employee services, including onboarding, offboarding, HR documentation, and employee support.
- Managed employee records, personnel files, contracts, letters, and HR-related documentation with accuracy and confidentiality.
- Coordinated payroll inputs, attendance records, leave requests, and employee benefits administration.
- Supported HR compliance by ensuring employee procedures were aligned with company policies and labor law requirements.
- Served as a main point of contact for employee inquiries and provided timely support to improve employee experience.
- Assisted in recruitment coordination, candidate communication, interview scheduling, and hiring documentation.
- Supported employee engagement initiatives and contributed to maintaining a positive work environment.

Human Resources Specialist | Alnada Plastic Factory - Riyadh, Saudi Arabia

09/2019 - 09/2022

- Supported core HR functions, including recruitment, onboarding, employee records, attendance management, and HR documentation.
- Conducted HR audits to ensure accuracy of personnel files, payroll records, benefits documents, and employee data.
- Assisted in recruitment and selection activities by coordinating with department managers on staffing needs and hiring requirements.
- Monitored attendance, leaves, and employee performance matters in accordance with company policies and procedures.
- Supported employee relations by responding to inquiries and assisting in resolving workplace issues.
- Ensured HR procedures were aligned with internal policies and applicable labor law requirements.
- Prepared HR reports, letters, employee documents, and administrative records to support daily HR operations.

LANGUAGES

Arabic: Native | English: Professional Working Proficiency