

Yazeed Khalid Alharbi

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Saudi Arabia

SUMMARY

As a highly effective HR Specialist, I hold a Postgraduate Diploma in Human Resources Management from King Saud University, and currently work as an HR Specialist with hands-on experience in payroll processing, KPI tracking, performance management, employee rights, and labor law compliance. I have completed a Labor Law training from Fikr Business Center and bring a strong focus on aligning HR practices with organizational goals, supporting efficiency and employee satisfaction. I am committed to continuous professional development and adherence to global HR standards. With a strong blend of technical knowledge and interpersonal skills, I am well-prepared to contribute to a high-performing HR team, driving operational efficiency and supporting overall business success.

EXPERIENCE

Mohammed Omar Jazzar Consulting Engineers Company | Saudi Arabia

Human Resources Specialist | Full Time | Jun 2023 – Present.

- Prepare and process monthly payroll with high accuracy using Excel and internal HR systems, ensuring compliance with Saudi labor law and company policies.
- Issue a variety of employee-related documents, such as work licenses, salary certificates, experience letters, and official correspondence, while maintaining confidentiality and professionalism.
- Track and analyze employee performance metrics (KPIs), supporting managers in performance appraisal cycles and identifying areas for improvement.
- Contribute to the design and implementation of workflow procedures that enhance HR operational efficiency and align with strategic organizational goals.
- Support HR reporting by maintaining accurate records related to payroll, employee documentation, and performance data.
- Collaborate with internal departments to ensure smooth execution of HR processes and timely delivery of services to employees.

Government Relations Administrator | Full Time | Jan 2021 – May 2023.

- Managed the issuance of building permits and official certifications, and ensured compliance with municipal and regulatory requirements.
- Handled submissions, renewals, and maintained organized records of all government-related transactions.

Laboratory Technician | Full Time | Jun 2018 – Dec 2020.

- Performed soil and concrete testing, both in the laboratory and on-site, in accordance with engineering standards.
- Prepared technical reports and assisted in analyzing test results to support construction quality decisions.

EDUCATION

King Saud University | Saudi Arabia

Higher Diploma in Human Resources Management | 2025.

OTHER

● Certifications & Courses:

- Labor Law

● Technical Skills:

- Data analysis, reporting, and visualization.
- Email & Business Communication Tools
- HR Operations
- Employee Relations
- KPIs
- HR Compliance
- Performance Management
- HR Documentation
- Proficiency in Microsoft Excel, Word, PowerPoint.

● Soft skills:

- Communication Skills.
- Problem-Solving Skills.
- Attention to Detail.
- Critical Thinking.
- Creativity and Innovation.
- Continuous Learning.
- Time-management skills.
- Collaboration and Teamwork.
- Interpersonal Skills.
- Flexibility and Adaptability.

● Languages: Arabic, English.