

Muath Abdullah Ali

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Nationality: Saudi Arabian

Professional Summary

Dynamic and results-driven professional with a Bachelor's degree in English Language and over 6 years of experience in operations management, human resources, and team leadership. Skilled in optimizing processes, leading cross-functional teams, and ensuring compliance with organizational and labor regulations. Adept at strategic planning, problem-solving, and delivering measurable results in fast-paced environments.

Core Competencies

- Operations Management & Process Improvement
- Human Resources & Recruitment
- Strategic Planning & Decision-Making
- Project Management & Team Leadership
- Problem Analysis & Conflict Resolution
- Time Management & Multitasking

Professional Experience

HR Operations Manager

Bab Alminwal Research Development Company – Riyadh, Saudi Arabia (June 2021 – Present)

- Oversee personnel operations, ensuring compliance with labor laws and internal regulations.
- Lead recruitment processes, from sourcing to onboarding.
- Manage employee data updates and maintain HR documentation.
- Coordinate and monitor training programs to enhance workforce skills.
- Process and implement employee benefits on monthly and annual cycles.
- Handle governmental and administrative affairs related to HR.
- Generate comprehensive HR reports for management decision-making.

Retail Operations Supervisor

Delta Company – Riyadh, Saudi Arabia (May 2018 – May 2021)

- Managed multiple retail branches within the Riyadh region.
- Conducted stock inventory management and ensured optimal product availability.
- Supervised branch teams, providing guidance to improve performance.
- Prepared feasibility studies and site assessments for new branch openings.

Education

Bachelor's Degree in English Language

Al-Baha University – Saudi Arabia (2012 – 2017)

Training & Certifications

- Microsoft Excel – Hadaf (2021)
- Marketing – Hadaf (2021)
- Stress Management in the Workplace – Hadaf (2023)

Languages

- Arabic: Native
- English: Fluent