

AHMED ALGHAYTHI — Human Resources & Government Relations

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Summary

Human Resources and Administrative Professional with over 15 years of experience across HR operations, compliance, administration, and customer service. Demonstrated ability to manage workforce operations, streamline processes, and deliver results under pressure. Strong communicator skilled in multicultural environments, bilingual in Arabic and English. Progressed from early service and operations roles to senior HR positions on large projects such as NEOM – The Line, known for integrity, reliability, and consistent performance.

Core Competencies

HR Operations | Employee Relations | Recruitment | Government platforms (Qiwa, Mudad, GOSI, MHRSD) | ERP | Labor Compliance | Data Analysis | Training & Development | Performance Management | Supervision | Site & Office work

Professional Experience

Sr. HR Operations Specialist — Asas Al-Mohileb Company (NEOM – The Line Project)

Oct 2024 – May 2025

Led daily HR operations for 4,000+ employees at NEOM's flagship project. Ensured compliance with Saudi Labor Law, optimized HR workflows, and coordinated cross-functional site administration.

Key Achievements:

- Introduced an ERP attendance process reducing manual errors by 35%.
- Built onboarding and clearance workflows, cutting processing time by 25%.
- Supported compliance audits with zero penalties.
- Trained HR coordinators on digital tools and reporting.

HR Specialist — Screwdrivers Auto Services, Madinah, Saudi Arabia

Jan 2023 – Sep 2024

Handled recruitment, payroll, and HR documentation for a growing automotive provider. Served as a primary contact for HR policies and employee relations.

Key Achievements:

- Implemented Mudad payroll automation to improve accuracy and timeliness.
- Improved communication and retention through engagement initiatives.
- Reduced recruitment cycle time by ~20% by streamlining screening.

Site Supervisor — Sharjah Environment Co. (Bee'ah), Madinah, Saudi Arabia

Feb 2021 – Dec 2022

Supervised workforce operations and safety compliance for an environmental services project. Managed scheduling, attendance, and site-level HR coordination.

Key Achievements:

- Ensured adherence to safety and environmental standards (OSHA aligned).
- Digitized attendance and hand on petty cash.
- Trained new staff on site safety and operational procedures.

Administrative Assistant Working Student— King's College, United States

2015 – 2019

Supported the International Office across student recruitment, registration, and onboarding; maintained administrative workflows and bilingual communications.

Key Responsibilities & Achievements:

- Coordinated new student recruitment, registration, and onboarding.
- Guided international students and provided Arabic–English translation.
- Tracked new student performance and maintained records.
- Managed email/phone inquiries and appointment scheduling.

HR Coordinator — Saudi Salco Contracting, Madinah, Saudi Arabia

2007– 2012

Assisted HR operations for multi-site construction projects, handling records, attendance, payroll support, and deployment coordination.

Key Achievements:

- Maintained accurate HR records across sites and supported audits.
- Assisted recruitment and onboarding for technical/admin roles.

Receptionist — Fairoz Hotel, Madinah, Saudi Arabia (Part Time)

Jan 2009 – Oct 2009

Managed front-desk operations near Al-Haram Al-Nabawi, coordinating reservations, guest services, and department communications.

Key Responsibilities & Achievements:

- Managed check-in/check-out, reservations, and guest inquiries (phone/email).
- Coordinated with room service and housekeeping; resolved complaints.
- Independently managed full shifts and maintained booking records.

Salesman — Orfaly for Safety Equipment, Madinah, Saudi Arabia (Part Time)

May 2008 – Aug 2008

Supported a specialized safety equipment retailer with inventory control, customer assistance, and store organization (including forklift operations).

Key Responsibilities & Achievements:

- Advised customers on appropriate safety gear; maintained stock levels.
- Received and organized shipments; operated a forklift safely.
- Helped achieve daily sales and service targets.

Hajj Season Guide — Prince Mohammed Bin Abdulaziz Airport, Madinah, Saudi Arabia

Hajj Seasons 2007 & 2010 (8 Months Total)

Guided Hajj pilgrims at PMIA, coordinating passports, registration, transport, hotels, and multi-agency communications (airlines, Ministry of Hajj, operators).

- Registered pilgrims in official systems, maintained accurate data, and resolved issues professionally.

Salesman — Etam (International Clothing Brand), Madinah, Saudi Arabia

Mar 2003 – Oct 2003

Retail operations for a global clothing brand: cash register reconciliation, inventory tracking, customer service, and sales reporting (Excel pivot tables).

Calls Coordinator — Local Booth, Madinah, Saudi Arabia (Part-Time)

Jan 2002 – Feb 2003

Coordinated high-volume public call booths, handled cashier duties, fax/printing services, and monitored line functionality; served a large daily customer base.

Education

Bryant University – U.S. — Bachelor of Science in Business Administration

King's College – U.S. — Professional Business Development Program

The Ohio State University – U.S. — Intensive English Language Program

Volunteering work

- A member of Hand-by-Hand Org at Ohio, United States, worked and lead a team of volunteers from 2012 – 2015
- A member of City Serve Org at Wilkes Barre, United States, volunteered to help make the city clean with 100 hours of volunteering work. From 2015 - 2019
- A member of the Saudi Cultural Mission at United States, Rewarded 3 times for the outstanding participation in the Saudi's events at United States. 2016

Languages

Arabic — Native | English — Fluent