

# Abdulaziz Almadhi

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## SUMMARY

Results-driven Administrative Expert and Area Manager with deep expertise across Multi-Functional Administration (HR, Procurement, Logistics).

Specialized in driving operational efficiency and compliance, with a proven track record of achieving cost savings up to 15%, ensuring 100% regulatory adherence, and decreasing legal disputes by 70%.

Dedicated to leading operations that directly contribute to strategic organizational growth.

## EXPERIENCE

### Cigalah Group | Saudi Arabia

Administrative Supervisor | July 2020 – Present.

- Guaranteed 100% compliance with all governmental and internal regulations across Al-Qassim and Ha'il, eliminating regulatory fines since 2022.
- Optimized operational expenditures via the Fleet Management System, achieving a 15% reduction in operational costs and a 10% reduction in maintenance costs.
- Directed financial and recruitment operations, saving 5% of the annual budget and reducing time-to-hire by 18% through process refinement.
- Resolved 70% of regional labor disputes by overseeing labor issues and implementing effective internal mediation and clear HR protocols.
- Spearheaded strategic growth by presenting 5 proposals to senior management, resulting in 4 implementations that improved inter-departmental integration by 30%.

### Ibrahim Al-Dakheel Trading Company | Saudi Arabia

Human Resources Office Manager | May 2018 – April 2020.

- Led the greenfield establishment of the Human Resources Department from scratch, encompassing organizational structure development, foundational HR policies, and internal recruitment systems.

### Obeikan Education | Saudi Arabia

Graphic Designer | September 2010 – July 2013.

- Led the graphic design and localization process for McGraw Hill's American Science and Math curricula (Primary Grades), adapting content to meet the requirements of Ministries of Education across three Gulf countries (KSA, Qatar, Bahrain).

### THEMAR Company | Saudi Arabia

Sales Specialist & Expansion Project Contributor | October 2009 – March 2010.

- Contributed effectively to the Thimar Company's development project, supporting the successful launch and opening of new multi-service branches (groceries, bakeries, meats), contributing to revenue growth.

### Falcon & Al Jazeera factories | Saudi Arabia

Assistant Technical Support Establishment Officer | July 2008 – May 2009.

- Actively supported and contributed to the establishment project of the new Technical Support Department, set up to serve production operations at both the Falcon and Al Jazeera Plastic Products factories.

## EDUCATION

### La Trobe University | Australia

Bachelor's Degree in Business Management | 2017.

### Technical and Vocational Training Corporation | Saudi Arabia

Diploma in Graphic Design | April 2012.

## CERTIFICATIONS AND COURSES

- Advanced Certificate in Strategic Human Resource Management | SHRM | June 2025.
- Getting Results Without Authority | Cigalah Healthcare Company | 2024.
- Emotional Intelligence at Work | Cigalah Healthcare Company | September 2024.
- Manageability (Simple Management) | Cigalah Healthcare Company | September 2024.
- Lean Operations | Rwaq | February 2022.
- (ISO 45001:2018) Principles of Occupational Health and Safety Management Systems | Asean Online Education AOE | January 2022.
- Principles of Occupational Health and Safety Management Systems | Alison | January 2022.
- The Legal Aspects of Human Resource Management | Administrative and Financial Training Center | October 2020.
- Executive Leadership Program | Centre for Leadership Studies | June 2020.
- Fundamentals of Human Resource Management | Maak Higher Institute for Training | May 2018.
- Fundamentals of Psychological Support | Rwaq | August 2016.
- Building Administrative and Organizational Structures and Regulations | Rwaq | May 2016.

## SKILLS

### ● Technical Skills:

- Administration.
- Human Resources Management.
- Administrative Organization.
- Computer Graphics Design.
- Customer Support.
- Product and Service Knowledge.
- Office Operations.
- Microsoft Office Skills.

### ● Soft Skills:

- Communication Skills.
- Creative Problem-Solving.
- Adaptability and Flexibility.
- Teamwork.
- Creativity and Innovation.
- Time Management.
- Attention to Detail.
- Strategic Planning.

## LANGUAGES

- Arabic.
- English.