

Yasir Abdulwahab Aljiyadi

HR Leader | HR Operations, Governance & Total Rewards (Compensation, Benefits & Payroll)

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♦ EXECUTIVE SUMMARY

HR Leader with 12+ years of progressive experience across multi-subsidiary / multi-branch environments in Saudi Arabia, combining strong operational leadership with deep expertise in Payroll, Compensation & Benefits, and compliance. Proven ability to enhance controls, streamline HR processes through HR systems, and ensure full compliance with Saudi Labor Law and government platforms (GOSI, MHRSD, Mudad, Qiwa).

♦ DIRECTOR-LEVEL CAPABILITIES

- HR Strategy & Governance: Policies & Procedures | Risk & Compliance
- People Operations: Workforce Administration | Employee Relations | Disciplinary Actions (KSA violations schedule)
- Total Rewards: Compensation & Benefits | Payroll Governance | Salary Structures
- HRIS & Digital Transformation: Oracle HR | MenaITech | Logix | Jisr | Advanced Excel
- Reporting & Analytics: HR Reporting | Cost / Variance Analysis | Leadership Dashboards
- Saudization / Nitaqat: Compliance awareness & data readiness (supporting reporting & audit requirements)
- Recruitment Oversight: Onboarding governance | Documentation control | HRIS readiness (coordination)
- Training & Development: Training needs inputs | Onboarding orientation | Policy rollout support
- HR Budget Support: Workforce cost governance | Variance insights | Spend control support with Finance

♦ SELECTED IMPACT

- Governed monthly payroll for 400+ employees with high accuracy, aligned with MHRSD and GOSI requirements.
- Automated allowances/deductions/leave workflows via Logix, reducing payroll errors and accelerating closing.
- Partnered with Finance on payroll variance analysis and decision-support reporting for leadership.
- Implemented and trained teams on attendance/leave systems, improving discipline and reducing disputes.

♦ PROFESSIONAL EXPERIENCE

Mansour Holding Co. – Jeddah

HR Operations Lead | Total Rewards (Compensation, Benefits & Payroll) — Feb 2024 to Present

- *Supported HR governance across multi-entity operations through controls, documentation, and people-cost reporting.*
- Govern monthly payroll for 400+ employees, ensuring compliance with MHRSD and GOSI requirements.
- Streamlined allowances, deductions, and leave workflows through Logix, improving control and payroll cycle efficiency.
- Developed and maintained salary structure frameworks aligned with performance outcomes and cost governance.
- Partnered with Finance on payroll variance analysis and management reporting to support leadership decisions.
- Coordinated with government platforms/entities (GOSI, MHRSD, Mudad, Qiwa) for compliance and real-time updates.
- Led attendance and leave system rollout and user training, improving discipline and reducing disputes.

Dhilaal Al-Yasmeen Trading – Jeddah

HR Manager | Mar 2023 – Jan 2024

- Established the HR department from scratch and built a comprehensive database for **120+ employees**.
- Led HR digital transformation by implementing Jisr HR, improving process efficiency and reporting visibility.

Bakhit Holding – Jeddah

HR Manager | Apr 2021 – Aug 2022

- Developed HR policies and procedures aligned with Saudi Labor Law, covering over **300 employees**.
- Designed and launched the annual performance appraisal system linked to salary increases and bonuses, enhancing transparency and employee satisfaction.

United Equipment & Projects Co. Ltd. – Jeddah

HR Manager | 2017 – Mar 2021

HR Supervisor | 2014 – 2017

HR Officer | 2012 – 2014

HR Coordinator | Apr 2012 – Oct 2012

- Led the HR team serving over **200 employees** across multiple business lines (new and used equipment sales, retail operations).
- Executed HR restructuring initiatives that improved operational efficiency and service delivery.
- Supported correction of high volumes of payroll and end-of-service transactions with high accuracy, maintaining strong compliance and minimizing labor-risk

exposure.

◆ Skills

- HR Systems & Tools: Oracle HR, MenaTech, Logix, Jisr, Advanced Excel.
- HR Expertise: Payroll, Compensation & Benefits, GOSI/SANED, EOS benefits, policies & procedures, disciplinary actions, KSA compliance (Qiwa/Mudad).
- Management: Supervising HR teams, leading HR digital transformation, improving employee experience.

◆ Education

- **Bachelor's Degree in Human Resources Management**, King Abdulaziz University – Jeddah, Saudi Arabia.
- **Diploma in English Language**, Saudi British Center.
- **Digital Marketing Specialization** – University of Illinois at Urbana-Champaign (7 online courses via Coursera).
- **Legal Aspects of HR Management**, completed after the update of the Saudi Labor Law (Feb 2025).

◆ Achievements

- Recognized for 7 consecutive years of outstanding performance.
- Participated in launching the first conference on asphalt recycling with Ministry of Transport.
- Executed comprehensive HR restructuring plan in a holding environment.

◆ Languages

- **Arabic**: Native.
- **English**: Excellent.