

ALABASS ALSHEETY

HR Coordinator | Eastern, SA
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PROFILE

Business Administration graduate specializing in human resources coordination, data analysis, and process improvement. Skilled in Excel, Power BI, and SAP with experience creating databases and dashboards that improve reporting efficiency. Detail-oriented, proactive, and adaptable, with proven ability to support decision-making and enhance organizational performance.

EXPERIENCE

Human Resources Coordinator

Osaimi Geotechnic Company, Khobar, SA | *Jul 2025 – Present*

- Automated attendance tracking and built dashboards using Excel and Power BI.
- Developed a centralized employee database with real-time workforce visibility.
- Created a facility rental tracker with contract links and branch-wide dashboards.
- Coordinated HR operations and reporting between branch and head office.
- Compiled and organized HR project ideas to improve policies, retention, and productivity.

Supply Chain Trainee

Tenaris GPC, Jubail, SA | *Jan 2025 – May 2025*

- Created and managed databases in Excel to analyze data and increase efficiency.
- Built multiple Power BI Dashboards to monitor performance across departments.
- Collaborated with cross-functional teams to enhance data entry processes.
- Prepared production and delivery reports for internal stakeholders and clients.

EDUCATION

Jubail Industrial College, Jubail, SA | *Sep 2019 – May 2025*

Bachelor of Science in Business Administration

Grade: 3.38

VOLUNTEERING

Vice Leader

Himma Volunteer Team, Jubail, SA | *Jan 2022 – Jan 2024*

- Managed schedules, records, meeting documentation, and funding/closing reports.
- Procured supplies for events through market search and budget analysis.
- Provided photography and media coverage used in promotional materials and campaigns.

RELATED COURSES

- American Language Program - The Ohio State University, Jan 2024 – Apr 2024
- Human Resources Foundations - CIPD & LinkedIn, Apr 2025
- Career Essentials in Project Management - Microsoft & LinkedIn, Apr 2025

SKILLS

Excel - Advanced formulas, pivot tables, charts, and database management.

Power BI - Data visualization, dashboard creation, integration with Excel.

SAP - Data extraction, reporting, and integration with Excel.