

Tariq Alessa

Management Information Systems

SUMMARY

experience in workforce planning, manpower forecasting, and strategic workforce studies supporting large-scale organizations of 10,000+ employees. Skilled in headcount, turnover, FTE, and span of control analysis, with a proven ability to deliver actionable insights through advanced use of Power BI, Excel, and Python. Experienced in building dynamic Dashboards, automating workforce reports, and conducting workforce studies to guide decision-making. Strong track record of collaborating with HR, executives, and cross-functional teams to align workforce strategies with corporate objectives. Seeking to leverage expertise in workforce planning and analysis to drive organizational success.

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EDUCATION

Bachelor's in Management Information Systems | 2016-2021

King Saud University

- GPA: 4.11

EXPERIENCE

OD & Manpower Planning Lead Specialist | Jan 2025 - Present

Zakat, Tax and Customs Authority

- **Workforce Planning & Right-Sizing:** Development and implementation of a right-sizing model based on an activity and location-based framework, incorporating FTE models and time standards, along with a 3-year strategic workforce plan using data-driven, scenario-based forecasting.
- **Workload Drivers & Analytics :** Reviewed workload drivers across organizational units using internal benchmarks and historical data to identify variance drivers, along with evaluating span of control against targets to flag over/under supervision and excess layers to improve organizational health.
- **Dashboards & Automation :** Develop workforce dashboards in Power BI and Python ETL/scripts to automate recurring reports to reduce manual effort and cycle time while improving data accuracy and decision speed.
- **Workforce Studies & Governance:** Conduct workforce studies to assess staffing needs, identify gaps, and recommend optimal sourcing strategies. Developed frameworks for supervisory governance (span of control and supervisory scope) and designed workforce deployment models to address seasonal demand peaks, ensuring agility, efficiency, and alignment with organizational policies

Workforce Planning Analyst | May 2022- Dec 2024

Saudi Electricity Company

- **Workforce Analysis and Reporting:** Prepare comprehensive workforce reports and present detailed statistics & analysis on employee turnover, headcount, retention, and Saudization.
- **Workforce Planning:** Conduct Full-Time Equivalent (FTE) calculations and perform supply and demand analyses. This includes forecasting workforce supply by assessing current manpower, applying attrition rates, and evaluating future workforce needs.
- **Workforce Studies and Analysis:** Conduct comprehensive workforce studies, including benchmarking analysis to identify key trends, challenges, and opportunities for improvement. Perform critical job identification to highlight essential roles that are crucial for achieving operational success.
- **Visualization and Workforce Dashboards:** Develop interactive and dynamic dashboards using Power BI and Excel to visualize workforce data. These dashboards simplify complex datasets and provide clear insights for decision makers.

PROJECTS

Workforce Right-Sizing

Zakat, Tax and Customs Authority

- Project leader for developing a right-sizing methodology to optimize workforce requirements across organizational units. Designed and implemented the methodology, conducted field visits to measure activity times, and built an FTE-based framework to align workforce demand with operational and strategic objectives

PROJECTS

SEC Strategic Workforce Plan (2024 – 2028)

Saudi Electricity Company

- Developed a comprehensive 5-year workforce plan for Saudi Electricity Company (SEC), including supply and demand forecasting, manpower projections, and scenario-based workforce analytics. Led workforce analysis and people analytics streams to provide data-driven insights that guided strategic decisions.

Implementing SAP Analytics Cloud (SAC)

Saudi Electricity Company

- Led the Business Intelligence (BI) and analytics implementation in SAC, overseeing the full analytics stream. Designed dashboards, data models, and reporting frameworks to enhance decision-making, improve transparency, and establish a centralized workforce analytics platform.

Automated Workforce Analytics Dashboard – SEC

Saudi Electricity Company

- Designed and developed a fully automated Power BI dashboard integrating data from multiple sources (5M+ records). Built advanced workforce analytics covering headcount, turnover, and historical data analysis, along with predictive models to forecast future workforce supply. Streamlined data pipelines with Power BI and Python ETL, unifying fragmented data into one source of truth. The solution reduced the time required for preparing recurring workforce reports and analyses by more than 80%, while enhancing accuracy and supporting faster, data-driven decision-making at the executive level.

SKILLS

- Workforce Planning
- Data Analysis & Visualization
- Fast learning
- Microsoft Office
- Python for HR analytics
- Power BI
- Problem-Solving
- Forecasting
- Teamwork

CERTIFICATIONS

- Certified Data Analytics Professional | September 2024

Google

- Data Analytics Professional Certificate | Jun 2023

The KPI institute

AWARD

- Employee of the Year | 2023

Saudi Electricity Company