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**COMAPNY PROFILE**  
EXECUTIVE BUSINESS COMPANY

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## INTERACTIVE INDEX

This file's index is interactive, so **Adobe Acrobat Reader** must be installed for it to work properly..

A photograph of two business professionals shaking hands in a firm grip, symbolizing a partnership or agreement. The background is a blurred cityscape. The image is overlaid with a dark blue and gold geometric design.

# General Services



## ■ General Services

EBC General Services is one of the pioneering companies offering advanced services through a team of experienced representatives across various government agencies. Our goal is to assist owners of startups, medium, and large enterprises in taking the necessary steps toward achieving their business objectives. Under the motto "Your Comfort is Our Priority," EBC ensures the proper handling of all governmental transactions, guaranteeing the safety and accuracy of your business documents. We take pride in serving our clients wherever they are.



## Our Vision

EBC General Services contributes to the Vision 2030 development plan, endorsed by our esteemed government, with dedication and determination to achieve the desired goals through a simple yet effective philosophy that combines excellence and integrity.



## Our Mission

We are committed to professionalism and ethics, striving to advance the general services sector in Saudi Arabia and strengthen partnerships between the private and public sectors.



## Our Objectives



### CUSTOMER SATISFACTION AND TRUST-BUILDING

through credibility, confidentiality, and high-quality execution.



### LEADERSHIP IN GENERAL SERVICES

by developing solutions that enhance customer experiences in both the public and private sectors.



### CONTINUOUS INNOVATION AND DEVELOPMENT

to maintain our leading position in technology and practical solutions.



### SOCIAL RESPONSIBILITY

through active participation in community development and improvement.



### ACHIEVING GROWTH AND EXCELLENCE

to ensure sustainability and reach the highest levels of success.





## Our Services

Under the management of EBC General Services LLC, Rahatak Service Center offers a comprehensive range of general services and integrated consultations. Our goal is to save clients and investors the hassle of moving between various entities to process and complete their transactions. Today, clients can finalize the following transactions conveniently at Rahatak Service Center.



### Review of Government Licenses & Management of Government Relations Contracts

- » Managing and reviewing licenses for government entities, including the Ministry of Interior, Ministry of Finance, Ministry of Housing, Ministry of Health, and Ministry of Tourism.
- » Monitoring government relations and coordinating with ministries and authorities such as the Ministry of Foreign Affairs, Ministry of Communications and Information Technology, Small and Medium Enterprises Authority, and the Economic Cities Authority.
- » Handling regulatory and supervisory bodies, including the Saudi Central Bank (SAMA), Saudi Standards, Metrology and Quality Organization (SASO), Saudi Organization for Certified Public Accountants (SOCPA), and the Saudi Commission for Health Specialties.
- » Coordinating with development funds and authorities, such as the Real Estate Development Fund, Agricultural Development Fund, Riyadh Development Authority, and the Saudi Red Crescent Authority.
- » Managing international relations and logistics services through embassy reviews, the General Authority of Customs, the Saudi Center, and the Real Estate Development Fund.



### Electronic Services

- » **Government Platform Registrations:** Creating accounts on Absher, Jadara system, Citizen Account, Etimad platform, and the Nine-Tenths platform.
- » **Registration & System Updates:** Registering for Hafiz and updating it weekly, enrolling new students in the Noor system, and registering in Muqem and Qiwa services.
- » **Business E-Services:** Trademark registration, Ajir service registration, and obtaining a 700 commercial number.
- » **Mail & Documentation Services:** Establishing Wasel mail accounts, authentication through the Ministry of Foreign Affairs, and certification through the Ministry of Justice.



## Ministry of Commerce & Investment Transactions

We provide comprehensive services for managing commercial records, including establishment, amendments, renewal, and cancellation. Additionally, we handle trade name reservations, trademark registrations, branch openings, and signature approvals with the Chamber of Commerce. Our services also cover industrial licensing, converting sole proprietorships into companies, and completing all procedures efficiently and promptly.



## Secretariat Transactions & Follow-ups

We provide follow-up and transaction services with the Secretariat, including issuing, renewing, and transferring ownership of commercial licenses. Our services also cover modifying business activities, trade names, locations, and business details, issuing replacements for lost or damaged licenses, and canceling activities when necessary.

## Ministry of Municipal & Rural Affairs Transactions

We facilitate transactions with the Ministry of Municipal and Rural Affairs, including obtaining and renewing licenses for one, two, or three years based on your needs.

## Labor Office Transactions & Follow-ups

We handle transactions with the Labor Office, including visa issuance and compensation, sponsorship transfers, job title modifications, worker data updates, workforce liquidation or cancellation, and reporting absconding cases. Additionally, we provide work permit issuance and renewal, finalize worker procedures with social insurance, manage main and subsidiary files, add or remove Saudi employees, and obtain Saudization certificates. Our services also cover business ownership transfers or liquidation, activation of the Saudi portal, second-level upgrades, embassy and recruitment office follow-ups for visa issuance, as well as handling computer department and workforce management for employee data reports.

- » **File Management:** Activation, deletion, removal, and ownership transfer of records.
- » **Licensing:** Issuance, renewal, updates, additions, and tax updates.
- » **Labor Transfer:** Sponsorship transfers, inter-branch transfers, and dependent transfers.
- » **Visas:** Establishment and expansion requests.
- » **Worker Reports:** Absence notifications and cancellation of runaway reports.
- » **Electronic Services:** Appointment booking, status inquiries, and labor data printing.
- » **Modifications & Additions:** Email changes, authorized representative additions, and activity note updates.
- » **Other Services:** Second-level upgrades and visitor transfers.

## Social Insurance Transactions & Follow-ups

- » **Workforce Management:** Registering employees with social insurance, adding and removing Saudi subscribers, and linking Saudi employees to the business at the Ministry of Labor.
- » **Data Updates:** Updating annual wages and modifying employee details.
- » **Business Procedures:** Viewing business account details and requesting salary deduction adjustments for wage increases.

## Corporate Services

We provide company formation services, including signing incorporation contracts and amendment annexes, registering businesses, and opening main and branch files at the Chamber of Commerce. We also handle license issuance, coordinate with telecom providers to set up landline or mobile services under the company's name, and authenticate company documents at the Ministry of Foreign Affairs.



## General Directorate of Passports Transactions & Follow-ups

- » **Residency & Sponsorship:** Renewal of residence permits, replacement for lost or damaged residency cards, job title modification, and sponsorship transfers.
- » **Passport Procedures:** Residency permit printing, direct modifications with the residency number, and passport validity extension.
- » **Visas & Visits:** Family visit applications, business visit permits from the Ministry of Interior, re-entry visa extensions, and personal visit requests.
- » **Additional Services:** Document authentication and visa request follow-ups and finalization.

## Health & Vehicle Insurance Transactions & Follow-ups

- » **Health Insurance:** Coverage for employees of all ages and family insurance at various pricing plans.
- » **Vehicle Insurance:** Comprehensive and third-party insurance for all types of vehicles.

## Zakat & Tax Authority Transactions & Follow-ups

- » **Registration & Declarations:** Registering on the Zakat & Tax Authority website, filing zakat and tax returns, and submitting VAT declarations.
- » **Invoices & Taxes:** Issuing annual invoices for businesses and determining annual tax liabilities.
- » **Certificates & VAT:** Obtaining Zakat & Tax certificates and registering for VAT.
- » **Discounts:** Special reductions for large taxpayers.



### Human Resources Development Fund (HRDF) Transactions & Follow-ups

We offer follow-up services with the Human Resources Development Fund (HRDF), including salary support for Saudi employees, drafting agreements with the fund, and linking employees to HRDF. Additionally, we oversee company entity updates, invoice submissions, and the completion of all disbursement procedures.

### General Authority of Meteorology & Environmental Protection Transactions

We offer follow-up services with the General Authority of Meteorology & Environmental Protection, including obtaining and renewing environmental qualification certificates, as well as conducting environmental qualification studies.

### Saudi Electricity Company Transactions & Follow-ups

We handle transactions with the Saudi Electricity Company, including submitting new requests, upgrading or splitting subscriptions, adding new subscriptions, modifying information, issuing load statements, and applying for exemptions from power stations.

### Saudi Food & Drug Authority (SFDA) Transactions & Follow-ups

We provide services related to the Saudi Food & Drug Authority, including obtaining licenses for warehouses, medical institutions, and commercial companies. Our services also cover the registration of local and imported medical and food products, finalizing the registration of health and food products, and completing all necessary procedures with the authority.

### General Investment Authority Transactions & Follow-ups

We handle transactions with the General Investment Authority, including license plate issuance, vehicle registration renewal, ownership transfer, obtaining vehicle reports, and modifying company data.

### Domestic Labor Services

We provide domestic labor services, including recruiting domestic workers, personal chefs, and home gardeners.

### General Traffic Department Transactions & Follow-ups

We offer transaction services with the General Traffic Department, including issuing and replacing lost or damaged license plates, transferring vehicle ownership, obtaining vehicle reports, modifying data, and applying for driving authorizations. Additionally, we handle license and registration renewals, converting licenses from private to commercial use, renewing vehicle permits for all types, and assisting with traffic violation inquiries and disputes.



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# Financial Services

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## ■ Financial Services

EBC Accounting Services & Financial Consulting is a specialized firm offering advanced accounting solutions through a team of expert financial advisors and accountants. We assist startups and medium-sized businesses in making informed decisions by providing accurate financial statements and consulting services. Our goal is to support businesses in achieving their economic objectives efficiently and transparently.



## Our Vision

Our vision is to become the leading financial services company in Saudi Arabia by delivering a comprehensive range of outstanding financial solutions and accounting services in accordance with professional and academic accounting standards.



## Our Mission

Our mission is to help our clients achieve their financial goals by providing them with access to reliable financial advice, the latest accounting technologies, and exceptional customer service.



## Our Services



### Financial Consulting

We offer professional financial consulting services at competitive prices to help businesses plan, enhance, and implement financial strategies effectively. Our goal is to help you overcome challenges and ensure the success of your business. We work with you to design a professional financial model that enhances performance and sustainability.



#### Our Services Include:

- » Transition to International Financial Reporting Standards (IFRS)
- » Company establishment and valuation, operational review, and profitability analysis
- » Financial analysis and planning, and credit status review
- » Cash flow analysis, forecasting, and risk management
- » Forensic accounting, business exit strategies, and company liquidation
- » Preparation of financial statements, budget forecasting, and financial assessments
- » Feasibility studies, loan facilitation plans, and financial consulting for projects
- » Analysis of financial statements, bank reconciliations, and fraud detection services
- » Company stock valuation, stock auction management, and mergers & acquisitions services
- » Organizational structuring, job classification, and strategic planning development
- » E-accounting services, HR management, and administrative report preparation
- » Forensic accounting for inheritances and estate division



### Administrative & Financial Consulting and IT Application Services

- » Providing administrative and financial consulting alongside IT application services.
- » Developing HR systems, financial and accounting systems, cost management, and budget forecasting.
- » Implementing systems related to financial operations, including investments and contributions.
- » Assessing and evaluating internal control systems and IT applications related to financial systems.
- » Executing system development projects in sequential phases to ensure efficiency and effectiveness.

### Company Formation, Transformation, Evaluation, & Mergers

- » Providing essential consulting services for company formation and transformation between different legal structures.
- » Drafting and modifying incorporation contracts, bylaws, and transformation decisions, ensuring full regulatory compliance.
- » Arranging stock issuance and subscription procedures and preparing financial statements based on current values.
- » Reviewing contracts and agreements, offering registration services, and providing technical support in collaboration with legal consultancy firms.
- » Implementing corporate governance, financial restructuring, and financial management services.



### Accounting Services

- » Auditing and financial review for judicial and governmental entities, including credit assessments and financial agreement evaluations.
- » Preparing and supervising accounting records, designing accounting policies and procedures, and evaluating financial job candidates.
- » Conducting annual inventory and asset valuation, monitoring warehouse activities, and preparing special reports, including fraud investigations and company liquidations.
- » Auditing financial accounts and submitting financial statements via the “Qawaem” platform, alongside designing and assessing internal control systems and accounting procedures.
- » Providing internal audit services, developing procedural manuals, and designing accounting systems and documentation cycles to enhance operational efficiency.

## Auditing & Financial Review (External Auditing)

We base our financial statement review on the nature of the establishment's activities and the volume of its operations to efficiently determine the scope and timing of audit tasks. We focus on evaluating internal control systems and IT systems to ensure the accuracy and integrity of financial operations. Additionally, we coordinate with internal auditors – when available – to enhance oversight of accounting procedures. Audit procedures are determined based on several factors, including the efficiency of internal control systems, the level of accounting system usage, and the volume of financial transactions, ensuring compliance with standards and achieving the highest levels of transparency and accuracy in financial reports.

### Key features of our audit procedures include:

- » Evaluating internal control systems to minimize audit costs.
- » Scientifically selecting audit samples to reduce documentation workload.
- » Assessing IT system efficiency in collaboration with the Institute of Administrative Skills.
- » Conducting analytical reviews of business results and profitability reports.
- » Providing high-level financial and accounting consultancy through expert technical insights.
- » Adhering to office policies and professional ethics codes.






## Professional Services for Zakat, Tax, & VAT Compliance

- » Assisting with the preparation and follow-up of Zakat and tax returns with relevant authorities.
- » Providing Zakat and tax advisory services and raising awareness among designated employees.
- » Obtaining Zakat and tax certificates, both preliminary and final.
- » Representing clients in objections and appeals regarding assessed Zakat obligations.
- » Accurately preparing and analyzing Zakat and tax returns with professionalism.
- » Offering advisory services to minimize tax and Zakat burdens in compliance with regulations.
- » Negotiating with the Zakat, Tax, and Customs Authority on tax or Zakat disputes.
- » Providing training programs for employees in Zakat and tax matters.
- » Consulting on the smooth implementation of regulatory changes in tax and Zakat systems.





### Saudi Food & Drug Authority (SFDA) Review Services

- ◆ Obtaining licenses for warehouses, medical institutions, and commercial companies.
- ◆ Registering local and imported medical and food products.
- ◆ Handling SFDA reviews and completing all required licensing and registration processes.
- ◆ Finalizing the registration of food and health products.
- ◆ Providing consultations on VAT implementation and preparing relevant tax returns.
- ◆ Offering training services on VAT compliance.
- ◆ Developing accounting systems to integrate VAT compliance effectively.

**Subject to Zakat is any activity intended for profit through wealth or labor, including but not limited to:**

- ◆ Commercial activities in all forms, including trading in goods and services.
- ◆ Investment activities in all forms, such as investing in securities (both long- and short-term) and commercial shares, whether issued by the private sector or the government (domestic or international).
- ◆ Industrial activities in all forms, including factories, laboratories, and workshops.
- ◆ Service activities in all forms, such as financial services, freelance professions, crafts, leasing, renting, brokerage, and agencies.
- ◆ Financial activities in all forms, including banking, insurance, and financing.



## Internal Audit

Internal auditing is an independent and objective activity aimed at enhancing institutional operations by providing assurance and advisory services. It helps organizations achieve their goals by applying systematic methods to evaluate the effectiveness of risk management, internal controls, and corporate governance. Internal auditing has evolved from focusing solely on financial and accounting matters to examining and evaluating operational processes as a whole. With increasing decentralization and complexity of activities, internal auditing has become essential for developing control mechanisms. The Institute of Internal Auditors (IIA) has established the profession of Certified Internal Auditor (CIA) and set international standards for internal audit practices. The scope of internal auditing includes assessing the adequacy of control systems and performance quality. Internal auditors work within an organization's audit department, evaluating processes and controls, contributing to overall operational efficiency.

## Financial Audit

Financial audit is the process of verifying the accuracy of financial data in accordance with international accounting standards, ensuring fairness and reliability. The auditor collects necessary evidence to confirm the accuracy of data or identify potential errors. The objective of auditing is to provide credible assurance about the accuracy of financial reports, enhancing their credibility and increasing stakeholder confidence. Auditing helps reduce risks associated with investment and management decisions. Financial auditing is divided into two main types: internal audit, which focuses on reviewing internal systems within an organization, and external audit, which verifies financial data for external stakeholders. This process is essential for making informed financial decisions and formulating policies.



 **Bookkeeping**


Bookkeeping is the daily recording of financial transactions such as sales and purchases, including tracking payments and receipts. It involves entering essential financial data used to prepare financial reports, typically managed by an accountant. While some consider bookkeeping unnecessary for small businesses, it plays a crucial role in managing operations efficiently, providing financial insights, and setting future expectations. Additionally, bookkeeping is essential for tax preparation and comparing financial performance over previous years.

Accounting, on the other hand, involves creating and maintaining detailed financial records, monitoring balances, and analyzing financial performance. It helps in budget planning and achieving a deeper understanding of an organization's financial standing.





# Legal Services

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## ■ Legal Services

At EBC Legal Services, we are committed to providing meticulous and professional legal services based on the highest standards and regulations. We strive to support our clients—both organizations and individuals—to ensure smooth business operations and help them achieve their goals without legal obstacles.



### Our Goal

To promote legal awareness in professional environments and deliver the highest quality legal services that meet client expectations.



### Our Mission

To provide the best legal services, ensuring client satisfaction in accordance with Islamic law and the applicable regulations in the Kingdom of Saudi Arabia.



### Our Vision

To work as one team and handle all types of legal cases and challenges faced by individuals and businesses in their daily lives.

 **Legal Consultations**

Al-Shaalan Law Firm provides support and legal advice to help clients navigate all legal and regulatory challenges at local, regional, and international levels. With experienced lawyers and legal consultants, the firm specializes in commercial, industrial, agricultural, and customs-related legal matters.

 **Executive Legal Programs**

- ◆ Legal Prevention Program, Legal Maintenance Program, Legal Structuring Program
- ◆ Product Safety Program, Franchise Rights Program, Brand Acquisition Program
- ◆ Brand Buying & Selling Program, Clearance & Collection Program
- ◆ First Representative Program, Legal Proxy Program

 **Legal Operations**

- ◆ Drafting lawsuits, legal memorandums, and settlement documents
- ◆ Preparing legal reports, commercial recommendations, and regulatory frameworks

## Commercial Arbitration in Saudi Arabia

The Saudi Commercial Arbitration System regulates arbitration agreements, arbitrator appointments, arbitration procedures, and judicial oversight of enforcement.

### Advantages of Arbitration

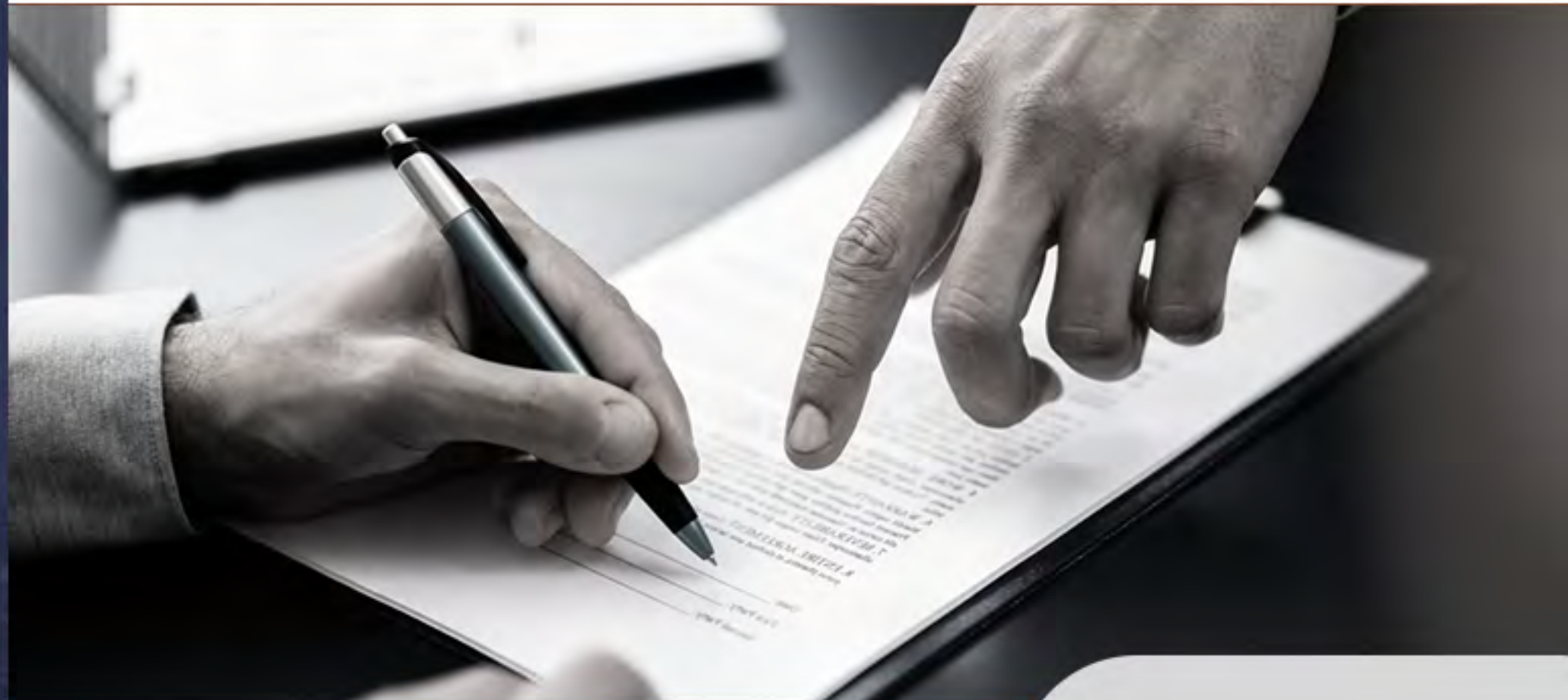
- 1 Fast resolution of disputes.
- 2 Flexibility in applying laws.
- 3 Cost reduction
- 4 Ensuring confidentiality and protecting involved parties.
- 5 No requirement for public hearings

## Legal Affairs

- ◆ Evaluating the validity of legal operations and improving clients' legal administrative procedures.
- ◆ Assessing risks related to commercial documents.
- ◆ Providing legal protection, managing contracts and meetings, and ensuring compliance of agreements with applicable laws.
- ◆ Mapping workflow processes for contracts and commercial documents.

## Contract Formation

Reviewing contracts and agreements from both legal and regulatory perspectives to ensure compliance with local and Gulf regulations. Drafting contract drafts in both Arabic and English and following up on legal procedures with relevant authorities.



## Litigation

Litigation procedures vary based on the type of case and the relevant court, such as general Sharia courts, the Board of Grievances, or quasi-judicial committees. Filing a lawsuit with the appropriate authority prevents delays and ensures a faster resolution while reducing legal costs. Proper case filing also helps avoid legal complications arising from delays. Once the case is registered, the court schedules the first hearing and notifies the defendant, either through the plaintiff directly or via authorized entities such as the police or court clerks.

## Intellectual Property Rights in Saudi Arabia

Intellectual property rights in Saudi Arabia are subject to several international agreements that the Kingdom has joined, such as the Berne Convention for the Protection of Literary and Artistic Works and the Paris Convention for the Protection of Industrial Property. In the Kingdom, there are three government entities responsible for protecting and enforcing intellectual property rights: the Ministry of Commerce and Industry, which handles trademarks; the Ministry of Culture and Information, which is responsible for copyright and related rights; and King Abdulaziz City for Science and Technology, which oversees patents.

## Patents and Designs

- ◆ There are two systems for patent registration in Saudi Arabia: the Gulf Cooperation Council (GCC) system and the Saudi national system.
- ◆ The GCC system allows patents to be registered across GCC countries, with its office based in Riyadh.
- ◆ The Saudi national system covers patents, industrial designs, and integrated circuits.
- ◆ Protection certificates are granted by the General Directorate of Patents at King Abdulaziz City for Science and Technology (KACST), ensuring exclusive commercial rights.
- ◆ Applications for protection must be submitted in Arabic.





## Trademarks

- ◆ The Saudi Trademark Law and its executive regulations govern trademark transactions.
- ◆ Trademark registration applications are submitted to the Trademark Office under the Ministry of Commerce and Industry, which applies the Nice Classification under the international agreement for the classification of goods and services related to trademark registration.

## Copyrights

- ◆ The Saudi Copyright Law protects literary and artistic works, including architectural designs, music, photographs, videos, and computer programs.
- ◆ Copyright protection does not require formal registration or renewal procedures.
- ◆ The law grants authors both financial and moral rights, allowing them to publish, modify, withdraw, or transfer their works.

## Debt Restructuring and Financial Rights Recovery

Financial debts pose a significant challenge for various sectors, including companies and individuals. With the development of modern regulations and laws to protect the rights of parties in commercial transactions, commercial papers have become an effective legal tool to secure receivables. In response to this development, the government has implemented an enforcement system for commercial papers to ensure the recovery of financial rights while establishing legal safeguards to protect the rights of the concerned parties.



## Collection and Litigation Services for Commercial Papers

We rely on our extensive experience in collection and litigation to recover financial rights, providing appropriate solutions for each case, whether through amicable means with voluntary cooperation or litigation to resolve disputes.



## Tender Regulations

There is no single central authority for government tenders in Saudi Arabia, as each government entity has the right to independently conclude contracts. The previous Government Tenders and Procurement Law, which governed the tendering and bidding process, contract execution, and general conditions, has been replaced. The system also includes details on tender announcements, bid evaluation, and awarding contracts. Al-Shaalan Law Firm prepares and reviews tenders, including templates, guarantees, general conditions, award letters, and performance guarantees.

Lump-sum contracts

Turnkey contracts  
(Design/Build)

Engineering contracts

Construction claims

Custody agreement (in lieu  
of retained amounts)

Conditional and  
unconditional violations

## Franchise

Franchising has become a popular means of foreign investment in Saudi Arabia due to its flexibility compared to commercial agencies. The new system requires foreign companies to exercise caution when granting, amending, or terminating franchise contracts. The franchisor must select a suitable partner and register the franchise with the Ministry of Commerce and Investment, ensuring that the franchisor is the original grantor and not licensed by another party. Additionally, the parties have the right to mutually agree on all contract terms.

## Legal Training

We focus on training competent legal teams capable of achieving the best outcomes for organizations.



## Acquisition and Merger Regulations

The acquisition and merger regulations apply to cases of purchasing or making a restricted offer for shares of publicly listed companies in the Saudi market or reverse takeovers. The regulations ensure the protection of shareholder interests by providing them with the necessary information and guidance to make informed decisions. The bidding company must submit an offer approved by the Capital Market Authority, including shareholder approval, with the offer document published and the acceptance date set unconditionally after a specified period.

## Notarization

The Notary Service is an electronic service provided by the Ministry of Justice through licensed notaries, enabling individuals, institutions, and companies to issue or revoke powers of attorney, notarize company contracts, and transfer real estate ownership.

## Legal Due Diligence

Legal due diligence is a crucial step in assessing the feasibility of a transaction or acquisition, as it helps uncover issues and risks related to the target company. While this process is essential for understanding the company's legal standing, it can be time-consuming and full of surprises, especially for local companies that may not be accustomed to such examinations.



## Legal Office



Case Study  
Department



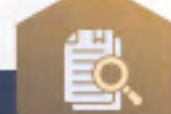
Secretariat  
Department



Customer Service  
Center Department



General Administration  
Department



Case Drafting  
Department



Legal Consultants  
Department





## Legal Library



Customs Law  
Department



Commercial Law  
Department



Maritime Law  
Department



Aviation Law  
Department

## Team Members



Commissioners



Experts



Consultants



Agents



Lawyers



Brand Managers



Business Managers

# Clients











# BEAUTYTIME

SALON FOR MEN AND WOMEN



## BEAUTYTIME

SALON FOR MEN AND WOMEN

### السلوك الوظيفي وأخلاقيات العمل

\* التعامل مع الزبائن والمعلومات الشخصية المتعلقة بالآفراد والأطراف الخارجية بسريته تامة وعدم

إسناد أو المحسوبية. على الموظف من أي طرف خارجي، والامتناع عن أي نوع قد يكون لها تأثير مباشر أو غير مباشر لتضرره للالتزام بشيء ما لقاء قبولها.

سواء تضارب حقيقي أو ظاهري أو محتمل بين إظيفته من جهة أخرى. وعلى المتعدد المهامه أو يمكن أن يؤدي إلى

تعارض المصلحة الشخصية والمصلحة العامة. مع إيضاح طبيعة العلاقة وكيفية التضارب. على مكناسب مالية أو أي منفعة خاصة به. تاء عمله بالشركة وبعد انتهاء خدمته كوسيلة أو غير مباشر، وعدم إفشاء تلك المعلومات

بمشاركة في اتخاذ قرار أو توصية تخص هذه شركة أو صورة منها أو السماح لأشخاص من

ممتلكاتها وبذل الجهد للتأكد من استعمالها. اسبب خاصة أو لترويج عن سلع أو خدمات

تنام أو مطبوعات الشركة في غير الأغراض ذات المناسبة اللازمة لحماية المعلومات ضد

## BEAUTYTIME

SALON FOR MEN AND WOMEN

### استيارة معلومات الموظفين والعاملين

#### المؤلفات والبيوت:

مؤلفات والبيوت	جهة النشر	تاريخ النشر	مكان النشر

#### اللغات التي يتحدثها الخبير:

اللغة	المستوى*		
	المتقدمة	المتوسطة	الابتدائية

\* المستوي: ممتاز، جيد جداً، جيد، ضعيف

#### المشاركات في المؤتمرات التخصصية الدولية والإقليمية والمحلية ونوع المشاركة

ت	اسم المؤتمر	الجهة المنظمة	نوع المشاركة	المكان والتاريخ
1				
2				
3				
4				
5				


#### الدورات التدريبية التي ساهم بها كمدرّب


ت	اسم وموضوع الدورة	مكان الدورة	تاريخ الدورة	الجهة المنظمة
1				
2				
3				
4				
5				


**Please click on the section you want to go to and you will be automatically transferred to it**






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