



أبدال

ABDAL

للموارد البشرية

HUMAN RESOURCES

## Table of content

Welcome Message  
Who We Are?  
Company Objectives  
Company Values  
Why Abdal ?  
Human Resources Consulting Service  
Executive Search  
Saudi attribution service  
Medical Sector  
Outsourcing Services  
Community Responsibility  
Our Partners  
Our Customers  
Our Team



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## Welcome Message

Welcome to Abdal! Here, we pay special attention to the needs of our customers and focus on satisfying them through recruitment and operation services with the highest organizational standards in human resources management. Our business is based on a fundamental aim, which is to provide customers with an added value that supports and speeds the development of their business. This is due to our commitment and value of time. That is why Abdal created business teams including Sales Team, Operations Team, Customer Relations Team, and several communication channels; dedicated to providing services that practice attention, care, constant interaction, and transparency. Our purpose is to build bridges of communication with our customers and partners. It is a specialty that allows us to develop and expand our capacity to have better and more efficient services across the domains we operate in. You are welcome to contact us at any time, and we will introduce you to the services we proudly provide.





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# Who we are?

**Purpose:** Abdal is a Saudi-based closed joint-stock company headquartered in Riyadh. Its capital measures up to 100 million Saudi Riyals. Officially licensed by the Ministry of Labor, KSA in the field of expatriates' services and recruitment, Abdal is specialized in providing organizations of various sectors with expatriate manpower. Additionally, Abdal provides home labor services and performs brokerage activities.

**Origin:** Abdal is not a newly established company. It has been built with the expertise of investors in the fields of contracting, roads, maintenance, operation, financial investments, and real estate investments. This diversity of fields and expertise gives ABDAL the ability to understand the needs of its clients and meet their expectations and strategic plans in line with the vision of Saudi Arabia 2030.

**The Story of Abdal:** The name Abdal comes from our unmatched commitment towards providing our clients with diversified and outstanding 'alternatives' to manpower challenges, boosting their capacity for development and business growth.







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**Mission:**

We aim at empowering facilities and individuals to concentrate on their core business, assisting them to reach efficiency and effectiveness by providing them with the required human resources, and managing their resources completely or partially on behalf of them.

**Vision:**

To become the Number One choice as a partner of businesses and individuals in the field of human resource recruitment and to be as a top trademark among similar companies across the Kingdom of Saudi Arabia.

**Business strategy:**

At Abdal, work is based on a straightforward business strategy that strives around achieving definite goals. We believe that every goal must be rooted to set targets and plans that facilitate the realization of these targets. Research, analysis, and the development of plans are important constituents of the strategy-building process at Abdal. No feasible plan can stand without solid knowledge to base upon for future endeavors.

With the development of the theoretical component in its business strategy, Abdal has provided the financial resources sufficient to transform this strategy into reality by applying all its constituents. During the next five years, Abdal constantly seeks to multiply its revenues and expand its markets and activities quantitatively and qualitatively to stand as a multi-revenue commercial center with a strong financial stature and stable strategic stance.



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## Company Objectives:

**We aim to support the objectives of our shareholders by providing distinguished and profitable services in the field of human resources through:**



Providing a sufficient quantity of contract employees needed by companies and organizations across various sectors in a timely manner



Providing skillful and professional contract employees that add qualitative value and contribute to fulfilling the objectives of various commercial, industrial, real estate, and service sectors



Providing our customers with excellent services by professionally managing relations that guarantee satisfaction and familiarity with all businesses related to their contract employees on the spot.



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# Company values

Abdal's values revolve solely around 'respect' in its purest form. The values unfold as the following:

## Respect of rights:

We believe that the customer, contractor, and employee have rights that are required to be fulfilled. We undertake the responsibility to ensure that every party is given their rights.

## Respect of time:

Time has great importance in the business process of Abdal. It is an extremely valuable resource. The general strategy of the business in the company has been built based on giving attention to meeting deadlines.

Without proper investment in the value of time, no organization can be able to achieve its goals.

## Teamwork:

In the service industry cooperation and harmony are fundamental for success. Therefore, there is no room in Abdal for individual efforts nor any estimation on the account of the whole team. We only believe in teamwork where team spirit prevails to realize a common objective.



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# Company values

**Smooth communication:** All departments in Abdal are closely connected in order to facilitate free and quick exchange of reliable information and constructive ideas that lead to keeping our clients thoroughly updated on their projects through our Customer Service Team.

**Transparency:** The importance of providing the client with true information is key to our strong relationships. Cooperation has always been built on truth and clarity. We wish to build a long-term relationship with our clients which is only possible through honesty, integrity, and clarity

**Community Contrpution:** We believe that we are a part of the Saudi community. Thus, we always strive to participate in activities that contribute to the improvement of individuals' life. While avoiding activities that may cause harm to them or their surroundings



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# Why Abdal?

## Precise selection:

We assess and analyze through our managing process of international recruitment. Our selection is governed by the goal of selecting employees who fulfill and exceed the recruitment goals of our clients. From the screening of resumes to the conducting of interviews, the selection process is treated with utmost scrutiny in order to select the very best.

## Effective communication:

Our clients are always kept informed on all developments in the business process. A dedicated team who continuously communicates and coordinates with the client is assigned. Signing a business deal with Abdal means the commencement of a business trip cloaked in comfort, focus, and achievement.

## Working around the clock:

Our Customer Relations Department works in shifts to provide round-the-clock operations that guarantee the necessary emergency services are provided to contracted employees.

## The employee's loyalty to the client:

A common problem for contracted employees is the lack of loyalty. Our experience and unique methodologies allow us to ensure the provision of loyal candidates and subsequently offer necessary precautions to prevent occurrences that lead to disloyalty.

## Professional management of clients' relationship:

We continuously work to guarantee the professional management of our relationship with our clients and their employees. We are

committed to professionally dealing with all matters related to their business by dedicating an account manager for each client. Our objective is to provide our clients with the best recruitment and operation services in a professional and comfortable manner.



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## Human Resources Consulting Service

- Preparing and developing organizational structure.
- Defining job descriptions and job groups.
- Manpower planning.
- Personnel evaluation, selection, and transfer.
- Work environment and job satisfaction survey.
- Preparing policies and procedures.
- Innovating the best methods to preserve human capital.
- Defining a competency framework
- Designing a performance management framework.
- Building a framework and plan for benefits and rewards.
- Evaluating training plans and developing the capabilities and skills of employees
- Preparing and evaluating a succession plan for employees.
- Design and clarification of the salary scale
- Develop a plan to create an attractive work environment.
- Create a plan to maintain distinguished competencies.
- Work on designing a plan to prepare future leaders.
- Assisting in setting the reference standard for employees' salaries.



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## Executive Search:

We recognized that challenge a head and decided to take it upon ourselves to support our clients and be a great part of sourcing out the “Leaders” in Saudi market. We have a deep knowledge, experience, and a huge local business network with professionals. Our team of expert advisors offers tailored, cohesive, high quality recruitment services in an efficient, timely, and competitive manner.

We have over 15,000 Saudi candidates from various industries in our databank. The candidates' specializations cover the wide spectrum of professional disciplines and careers, from executive management to finance, human resources, marketing, sales, engineering, information technology, project management, administration, etc.

In addition to serving all career levels such as middle management to senior and top executives.

Our sectors of expertise:

- Executive Management
- Finance & Banking
- Human Resources & Administration
- Marketing & Sales
- Information Technology
- Project Management
- Engineering



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# Saudi attribution service —

It is a service that documents the contractual relationship of lending and providing national cadres services between human resources companies and other facilities, in accordance with the regulations and regulations of the Ministry of Human Resources and Social Development.

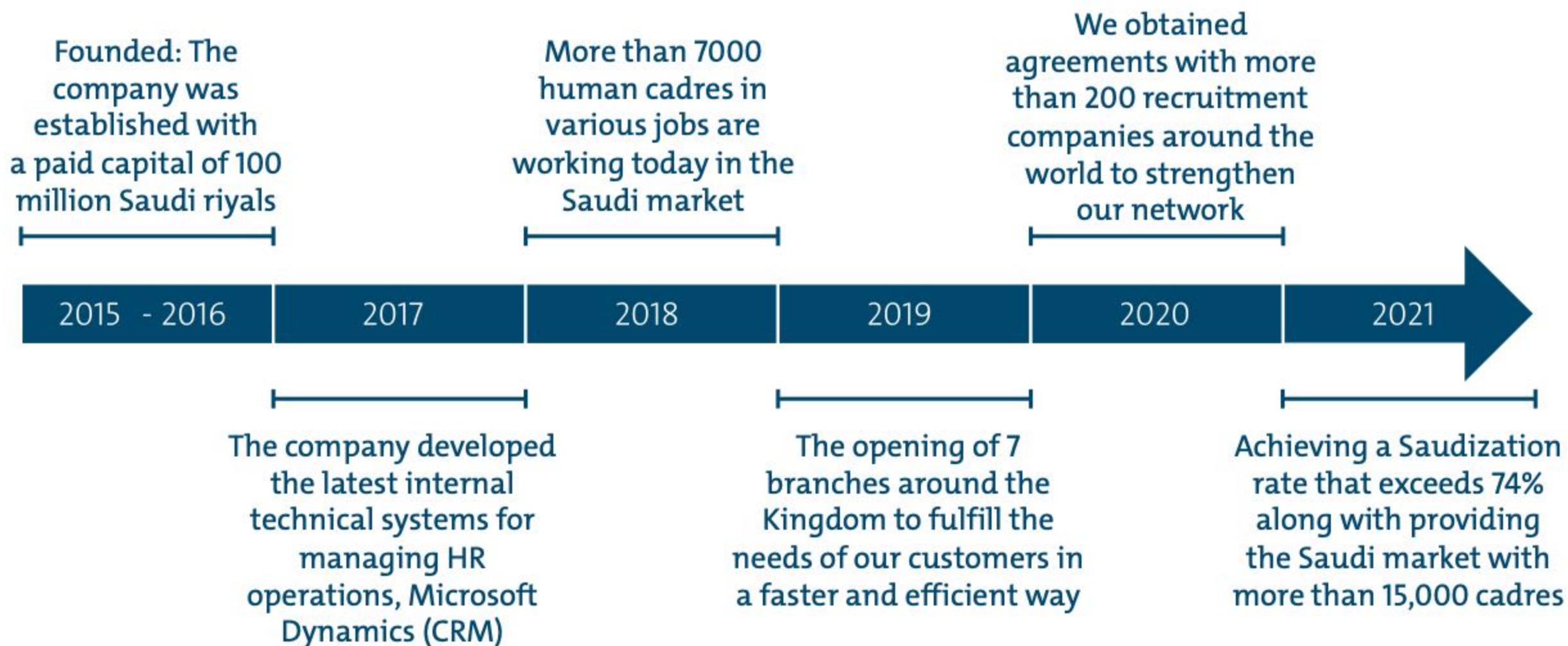


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# Achievements of Abdal Human Resources



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## Manpower outsourcing solutions

### Providing human resources services with long term contracts:

Abdal provides the human resources needed by organizations in the public and private sectors over a short period of time. which is done through a long-term operational contracting system, to achieve their operational objectives, which helps to prevent the failure of projects due to the lack of employees.

### Providing human resources with temporary contracts (Jahez program)

Abdal provides the human resources needed by organizations in the public and private sectors over a short period of time, through the short-term operational contracting system, to achieve their operational objectives







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## Family services:

### Providing human resources for domestic help with monthly contracts (Tadbeer Program)



Abdal provides human cadres with various professions and nationalities to work for the customers. Our company is keen to provide well-trained human cadres that understand the traditions and the local culture.

### Providing home nursing for individuals with monthly contracts (Balsam Program)



Abdal provides home care services for the elderly and disabled people. In addition to providing private health escort.

### Providing human Resources with hourly home assistance services (Dalal Program)



It is a service for specific hours and specific days according to the agreement with the customer. It does not require the human cadres to stay at the customer's house. The calculation of time for the service starts when the human cadre arrives at the customer's home.



## Medical Sector

We consider ourselves #1 human resources solutions company in the kingdom of Saudi when it comes to medical sector. By providing all various of expertise needed for the medical division, we take care of all the process and standards based on the regulations of kingdom of Saudi Arabia



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# Medical Sector Services

## Medical Staff Outsourcing



Familiar and rare medical and advisory specialties  
All categories of nursing specialties  
Technical and administrative assistance  
Professional and support specialties

## BALSAM Program (Domestic Support)



Home nurse - care  
Privatet Physical therapy



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## What makes Abdal the beast in the medical sector?

Our professional staff has the academic medical experience to provide recruitment services to various hospital departments.

Our administrative staff has experience in hospitals accreditation to international or local entities and the ability to understand the required staff quality for the medical establishment.

Our recruitment team has a full understanding of the hospitals' commitment to the instructions of the Saudi Commission for Health Specialties and the requirements of professional classification and legal equation for the professions and related disciplines.

Abdal's staff is familiar with the regulations of the Ministry of Health and Health Affairs relating to the activities in hospitals and health facilities.

An international recruitment network of various Arab, Asian, European, and African nationalities along with continuous searching for new medical care specialties.

Huge Database containing candidates in medical, nursing, and professional specialties.

Available visas for all categories like medical, nursing, technical, etc.

Proactive in administrative procedures associated with internal administrative law such as passing mandatory Prometric tests which facilitate subsequent procedures (Classification - Registration - Documentation - Temporary Licenses - Final Licenses - Professional Errors Documents)



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## What we need to fulfill our commitments in the medical sector

### Client employment plan:

Nationality Selecting.

Profession.

quantity.

Estimated Date of Arrival.

### Job Description:

Qualification.

Health Specialization.

Experience.

Sub-Qualification According to Specialization.

Other requirements



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## Timeline for outsourcing procedures

- 1- Issue the required work visas as approved in the service contract.
- 2- Match client required visas with Labor Office issued visas.
- 3- Direct coordination with the client for the candidate selection method.

- 1- The customer determines the method of selecting cadres (direct, Skype interview, business trip).
- 2- Direct coordination with overseas agencies for interviewing.
- 3- Ensure that all client proposed selection bases are applied.

- 1- Follow up with foreign agencies and ensure that they comply with the recruitment procedures.
- 2- Ensure manpower arrival according to the work plan set by the client.
- 3- Completion of legal and administrative procedures to start deployment of staff in an orderly and documented manner.



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## Manpower outsourcing services

Abdal provides its clients with the manpower required for their businesses while professionally managing them by applying the manpower outsourcing technique. Which is an administrative technique based on the client's assignment of all or part of its human resources management to Abdal in order to improve the productivity of their business and concentrate on fulfilling the client's main business objectives.

The manpower outsourcing technique enables the client to simultaneously reap several benefits such as:

Providing the required number of staff for managing projects without any delays.

Replacing incompetent employees in an urgently and practical manner

Saving a lot of time, effort, and money with regards to administrative, accounting, and legal jobs through responsibilities of administrative and personnel affairs.

Transferring employee costs to the «variable costs» in terms of accounting procedures.

Overcoming employment restrictions imposed on the client's firm.

Avoiding negative publicity resulting from employee layoffs.

All human resources responsibilities will be transferred to abdal.

Avoiding tension related to managing disputes among employees by solving their problems



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## **Our integrated services**

**Our goal is to achieve the comfort of our clients and provide them with full services. We will carry all the work related to recruitment and operations human resources on their behalf. Most importantly:**

Obtaining work visas.

Search and nomination.

Coordinating procedures of international employment.

Conducting interviews and shortlisting.

Employment and signing contracts.

Making flight reservations.

Reception and temporary hosting.

Preparation, orientation, and introduction.

Iqama's Issuance.

Providing medical insurance.

Registering at the Social Insurance (vocational risks).

Providing technical channels for the client to follow the stages of recruitment and operation.

Obtaining licenses and permits.

Managing wages and salaries.

Providing transportation.

Settlement of labor disputes.

Follow-up of official transactions.

Providing administrative support services.

Continuous supervision and follow-up (on a 24/7 basis).

Managing End of Service Benefits



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## Community Responsibility

At Abdal, we are committed to taking on social responsibility by paying attention to the interests of all stakeholders in the field of our business. Abdal pays great attention to the social dimension of its businesses by positively participating in society's development through various activities. Abdal adopts a clear initiative in the field of social responsibility as its business. Which stem from the following major constituents:

### Humanity:

Respect of human rights

### The environment:

Avoiding any harm caused to the environment through the Company's businesses.

### Justice:

Observing justice when dealing with all stakeholders whether individuals or organizations.

### Safety:

Avoiding risks through exercising measures for workplace protection and safety.

### Moral conduct of business:

Avoiding any business which entails immoral practices.

### Awareness:

Disseminating awareness in the various classes of the society with respect to laborers' rights and duties

### Compliance with the regulations:

Always working in compliance with legal regulations



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## Our Partners

- >> Saleh Hamoud Al Tami & Brothers Holding Co.
- >> Pan Kingdom Invest, Co. - SAPAC.
- >> Atlal Najd for construction, maintenance and operation.



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# CLIENTS



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# CLIENTS



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# Executive Team

## \* **Abdulrahman bin Suleiman AlMohaimid**

**2017-Abdal's CEO and member of the board of directors**

2016 Jal Human resources company - deputy CEO

2012 Mawarid Recruitment Co- Deputy CEO and member of the board of directors

2011 Al-Ayouni holding Company - HR and Administrative Affairs Director

2010 TOLID Company - HR and Administrative Affairs Director

2005 Fahad Contracting Company – Deputy Director, member of the board of directors and head section of Administrative & financial affairs

2002 National Company - HR and Administrative Affairs Director

2000 National Guard and Vinyl company – Financial Analyst

## \* **Mohammed Fadi Qasem**

**2018 Financial advisor - Abdal co**

2013 Director of arrangement and consultation - Finance and Investment House

2012 Director of Financial and Administrative Affairs - Najdi Restaurants Company

2009 Financial Analyst - Darven Capital

2008 Financial Analyst - Alpha Group Co., Ltd

2007 Auditor - BDO International

He worked as a financial advisor for a number of companies

Al - Watan Saudi Car Company - Specialized company for the pharmaceutical industry

First Leasing Company - Tamkeen Pioneer Company - Union Chemical Company

Altalal Najd Contracting Company - International Investment Company

## \* Ali Saeed Al- Juraib

**2022 Industrial Sector Director, Abdal Co**

2021 Executive Director and Board Member, Specialized Consulting Contracting Company

2020 Managing Director, Gulf Modern Chemicals Company 2016 Managing Director, Group Advanced Gulf Engineering

2014 General Manager, Human Resources and General Services, Saudi Aramco

## \* Raed Alharbi

**2019 HR Manager at Abdal Co.**

2018 HR & Admin Manager at ARNON Co. Ltd

2014 HR Supervisor at Alhokair Industrial Sector

## \* Mohamed Sadeq Menjli

**2023 General Manager of Sales, Marketing and Customer Service**

2022 Corporate Sales Director-Abdal Co

2020 Director of the Eastern Region,— Abdal Co

2018 Operation Manager – Abdal Co

## \* Mohammed bin Dawas Alenzi

**2015 Medical Sector Director - Abdal co**

2012 Human Resources Director – AlJazera Hospital

2002 Human Resources Manager – Riyadh Care Hospital

1991 Guest Service Manager – Intercontinental Hotel



## \* **Abdullah Saleh AlRasheed**

### **2017-Individuals Sector Director at Abdal**

2011 Human Resources Director - AlBadaal For Engineering Consultancy Co

2010 Public Relations Manager – TOLEDO Co

2008 Human Resources Director – Alaamar Services contracting Co

2007 Director of Government Relations - Rend Gardens Establishment for Contracting

2005 Director of Government Relations – Al-Fahad Holding Group

## \* **Youssef Mohammed Al-Shehri**

### **2017 Sales Manager - Abdal Co**

2013 Sales Manager – Mawarid Recruitment Co.

2008 Senior Banking Services Manager – France Bank

## \* **Talal AlBardis**

### **2017 International Recruitment Director -Abdal Co**

2013 Overseas Recruitment Manager – Mawarid Company

2004 Operation Manager – Saudi American Bank

## \* **Meshari Ahmed AlSharekh**

### **2017 Customer Service Manager- Abdal Co.**

2006 Administrative Director of the Central Region- Aujan Coca Cola.

2005 Legal affairs administrator- Riyadh Bank.

2003 Executive Secretary- Al Fulaij for transportation and contracting

## Our Location

Abdal human resources

Address: 3425 Northern ring road

Between Exit 6&7

Altaawen District - Riyadh

Kingdom of Saudi Arabia

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