



## Human resources services

### Salaries

Payroll management is considered one of the essential elements in any organization, as it contributes to ensuring employee satisfaction and motivating them to perform well. We provide comprehensive payroll management services that include:

- Salary calculation:** We use advanced systems to ensure accuracy of calculation salaries on time
- Deductions and taxes:** We help calculate all deductions related to taxes and social insurance, ensuring compliance with local laws.
- Reports:** We prepare monthly and quarterly reports on salaries, which helps management make informed decisions

### Employment

The recruitment process is the cornerstone of building a strong and effective team. We provide recruitment services Integrated includes

- Staffing Needs Analysis:** We work with you to understand your specific needs and scope of jobs required
- Searching for Candidates:** We use multiple strategies to attract the best talent, including This includes advertising on recruitment platforms and social media.
- Interviews and Evaluations:** We conduct thorough interviews and evaluations of candidates to ensure choose the most suitable one

## Personnel Management

Personnel management is one of the keys to the success of any organization. Our services include

- Personal File Management:** We maintain accurate and up-to-date records for each employee This facilitates access to information when needed
- Attendance and departure:** Advanced attendance systems are used, which helps in monitoring In the discipline system within the institution
- Dispute Resolution:** We provide specialized consultations to resolve anydisputes that may arise It arises between employees or between them and management

### Performance Measurement Management

Performance measurement management helps in enhancing employee effectiveness And achieving organizational goals. Our services include

- Setting goals:** We help you set clear goals Measurable strategies are aligned for each employee a company
- Periodic evaluation:** We provide a comprehensive periodic evaluation system To measure performance and analyze results
- Training and Development:** Based on the evaluation results, we offer training programs To develop employees' skills and enhance their performance

### Management Consulting

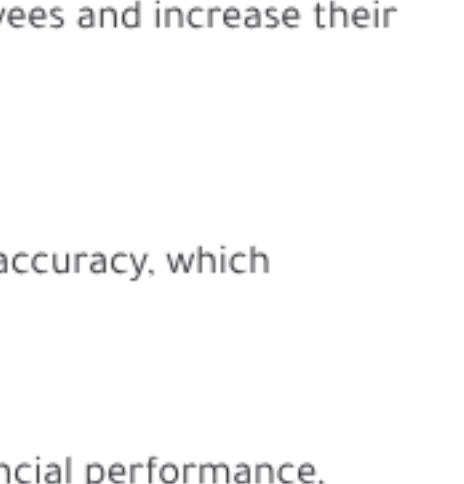
We provide specialized management consultations that help you improve your human resources strategies your own. Our services include:

- Process Evaluation:** We evaluate current processes and make recommendations to improve efficiency
- Policy development:** We help in developing human resources policies that enhance the work environment Ensures compliance with laws
- Motivation strategies:** We provide consultations on how to motivate employees and increase their loyalty for the company

### Financial services

#### Accountants

Accounting is an essential pillar in the management of any organization It contributes to providing accurate and reliable information about Financial situation. We provide integrated accounting services including:



- Preparing financial statements**  
We provide consultations on how to motivate employees and increase their loyalty for the company
- Account control**  
We help track financial transactions and ensure their accuracy, which contributes to financial decision-making enlightened
- Financial data analysis**  
We provide detailed analyzes of an organization's financial performance, helping you understand trends and make strategic decisions

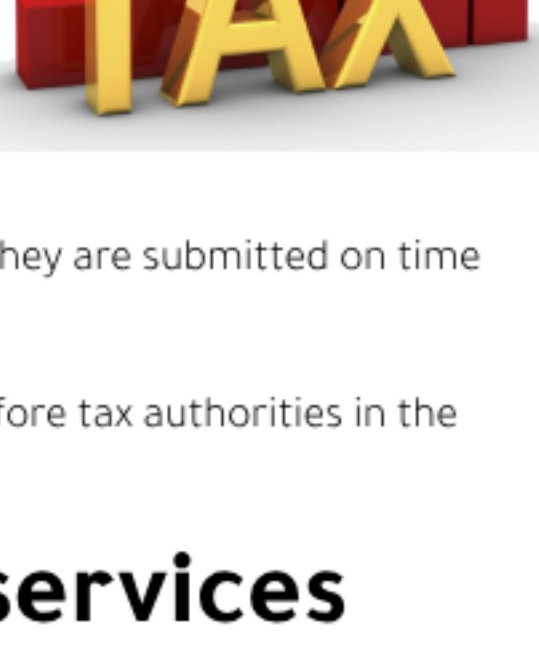
#### Collection

The collection process is a vital part of cash flow management, and we strive to provide efficient services ensures that you receive your payments on time. Our services include

- Managing accounts receivable**  
We help track payments due from clients and set payment deadlines
- Collection Strategies**  
We provide effective debt collection strategies, including communicating with clients and providing solutions flexible payment
- Collection Reports**  
We prepare periodic reports on the status of collections, which helps you evaluate performance and improve operations

#### Taxes

Tax administration is a complex process that requires knowledge Accurate with laws and regulations. We provide comprehensive services in This area includes



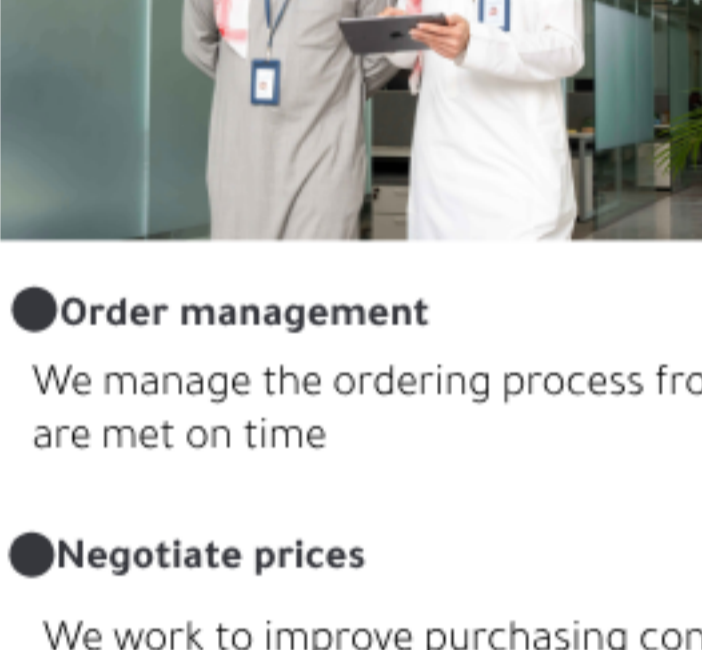
- Tax consulting**  
We offer specialized consultations to help you understand your tax obligations and tax planning effectively
- Preparing tax returns**  
We prepare tax returns accurately and ensure they are submitted on time
- Representation before tax authorities**  
We provide legal support and representation before tax authorities in the event of any disputes

### Procurement services

#### Purchasing specialists

Purchasing management is an essential element Improving the efficiency of operations and increasing profitability. We provide specialized services including

- Supplier evaluation**  
We help identify the best suppliers based on quality, prices and terms



- Order management**  
We manage the ordering process from start to delivery, ensuring your needs are met on time
- Negotiate prices**  
We work to improve purchasing conditions by negotiating with suppliers to obtain Best prices and terms.

#### International purchasing specialists

- Search for international suppliers**  
We help you find reliable suppliers in global markets
- Import operations management**  
We provide support throughout all stages of the import process, including shipping and clearance customs
- Risk assessment**  
We help analyze and provide potential risks associated with international purch Strategies to mitigate them.

## Social Media Marketing

### Design And Management of Online Stores

Online stores are a major platform to expand your business and increase sales We provide comprehensive design and management services including

- **Design Online Store**  
We design an attractive and easy-to-use user interface that reflects an identity your brand
  - **Inventory management**  
We provide solutions for effective inventory management, helping you keep track of products And fulfill orders quickly
  - **Performance analysis**  
We analyze online store data to evaluate performance and improve strategies sales
- Managing social media accounts**  
Social media is a powerful tool to connect with customers and increase brand awareness. Our services include
- **Content creation**
  - **Managing advertising campaigns**
  - **Performance analysis**
  - **Writing content**

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# Thank you