



*Will back you up*

## *Company profile*





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We act as a partner who provides KSA-based companies with the needed support in managing their government contracts and financial claims. We also help our clients in managing their vendors contracts and claims. We also provide other supporting services including, government relations, administrative services, and translation.

Our services are tailored to enable companies to concentrate on their core business activities. We will utilize our KSA market experience so our clients can easily and seamlessly execute their secondary tasks.

## Mission

We provide comprehensive support in all secondary tasks, leveraging our deep understanding of local market regulations and processes, to be the preferred outsourcing partner for businesses in Saudi Arabia. Our mission is to alleviate the burden of non-core activities, allowing our clients to concentrate on what truly matters—their core business—and achieve exceptional results.



## Vison

To be the top outsourced company in Saudi Arabia, enabling businesses to focus on their core activities and reach their full potential.

# Why KINAZ



Kinaz is highly experienced in managing and processing financial claims. Our services also cover managing vendor contracts and payments. Such services would help our clients improve their cashflow and strengthen their overall financials.



Kinaz keeps you posted on all government and semi government opportunities and projects available in KSA market in your field of interest.



Kinaz possesses a broad understanding of KSA market's regulations, processes, and requirements. Its deep knowledge enables it to provide its clients with organizational, procedural and legislation support, allowing them to focus on their core businesses.

# Our Services



**Managing and collecting financial claims of government contracts**



**Following up on government tenders available on various platforms like Etimad and other government platforms, as well as highlighting adequate ones and completing bidding processes and requirements**



**Managing vendors' payments**



**Managing government relations and providing other support services like administrative support and availing Executive Assistants**



**Translating projects deliverables into Arabic in line with the professional local standards**

## **Managing and collecting financial claims of government contracts**

We oversee and manage financial claims, organizing them according to MoF's standards. This assures swift and effortless claim processing without any undue delays. We also offer regular reports that mirror the status of each claim and provide insight into the expected timeframes for their collection. This valuable insight assists our partners in strategically planning their cash flows.

- ✦ Accounts Receivable Analysis
- ✦ Development of Claim Plans
- ✦ Professional Partner Engagement
- ✦ Preparation of Financial Reports
- ✦ Process Refinement
- ✦ Debt Control
- ✦ Process Documentation
- ✦ Constant Evolution



## Managing vendors' payments

Our expertise in government relations extends beyond the ordinary, encompassing HR contracts and essential governmental documents. Navigating complex regulatory terrain, we ensure seamless compliance and fruitful collaborations with authorities, fostering an environment of trust and efficiency.

- ✦ Information Analysis
- ✦ Thoughtful Payment Prioritization
- ✦ Accounts management
- ✦ Receipt and verification
- ✦ Invoice approval
- ✦ Payment processing
- ✦ Supplier Communication
- ✦ Monitoring Outstanding Payments
- ✦ Dispute resolution
- ✦ Fostering positive relationships



-  **Following up on government tenders available on various platforms like Etimad and other government platforms, as well as highlighting adequate ones and completing bidding processes and requirements**
- ✦ Creating an account for the client on Etimad platform as well as other government platforms.
- ✦ Managing government tenders available on Etimad platform and other government platforms. Reviewing such tenders and filtering them in order to notify the client of those which fall within the scope of his activities.
- ✦ Submit bids and follow up on their status on the Etimad platform and other government platforms, in addition to completing the necessary processes when the tender is awarded to the client.
- ✦ Following up on active contracts on Etimad platform and other government platforms and making the necessary amendments if necessary.





## Managing government relations and providing other support services like secretariat, administrative affairs, etc.

### 1. **Government Relations Management:**

Navigating the various processes of government regulations is a pivotal aspect for companies venturing into new territories. Our adept government relations management offers indispensable support in staying well-versed in ever-evolving governmental policies and complying with local laws, especially pertinent in the dynamic Saudi market.



### Company Incorporation Services:

- Establishing a regional headquarters in KSA in accordance with Saudi regulations, while dealing with various ministries and official government agencies.
- Obtaining the licenses or legal documents required for the company's work in KSA
- Creating and/or managing company accounts on various e-government platforms which are considered to be an essential part of day-to-day operations.

### Human Resources Enabling Solutions



**Managing government relations and providing other support services like secretariat, administrative affairs, etc.**

## **2. Administrative Services for Companies by Providing an Executive Secretary**

Our wide-ranging administrative services are customized to enhance your company's operational competence. From meticulous document management to streamlined processes, we empower your business to focus on its core strengths while we expertly handle administrative intricacies.

- ✕ Coordination and Organization
- ✕ Correspondence and Communication
- ✕ Administrative Support
- ✕ Confidentiality Maintenance
- ✕ Organization and Planning





## Translating projects outcomes into Arabic in line with the professional and local standards

Our adept translation services bridge communication gaps, unlocking global opportunities. With skilled linguists and an acute understanding of cultural nuances, we ensure your messages resonate effectively across diverse linguistic contexts. Your business's voice is preserved, no matter the language.

Through collaborations with top-tier translation firms in the region, specializing in business translation and staffed by seasoned translators with an extensive track record in the Saudi market, we deliver high-quality translation services with punctuality at their core. Serving as your knowledgeable local partner, we bridge linguistic gaps and offer a meticulous understanding of local prerequisites.



# Executive Team

## **Osama Abu Dabeh**

### CEO

Formerly at the helm of operations and at the forefront of transformative initiatives within McKinsey & Company, Osama brings a rich reservoir of experience. His journey as the former CFO of Elixir Management Consultancy, coupled with his pivotal role as an administrative founder, has imbued him with a profound understanding of organizational dynamics. Osama's earlier roles included spearheading internal audit functions at Samsung.

## **Khalid Najem**

### Managing Partner

Drawing from his vast experience across the sales, financial, and wealth management sectors, Khaled has forged his path with renowned national and multinational entities such as Saudi Faransi Capital, AlKhabeer Capital, and Green Stone Wealth Management. However, driven by a vision to elevate the family legacy, he harnessed his visionary leadership and strategic acumen to embark on a transformative journey. Within a remarkably short span, Khaled spearheaded the expansion of the enterprise, now encompassing diverse ventures like Najim Steel Structure, Najm Al Ma'arifa Contracting, Qaws AlHandasi Wood Industries, and Arab Pulse Entertainment Management.

# Executive Team



## **Sami Al-Zuhaibi**

### **Strategic Partner**

After establishing Elixir Consultants, Sami became a partner in McKinsey and Company. Throughout his career path, he participated in various transformation projects in KSA.



## **Lama Murshed**

### **Government Relations Manager**

Possessing a Law Degree, an HR Diploma, and a Diploma in Compliance & Corporate Governance certified by the Saudi Financial Academy, Lama stands equipped with a robust academic foundation. Having devoted over a decade at Juffali, one of KSA's eminent family businesses, she helmed the role of Corporate Legal Affairs HR and Government Relations Group Director. Lama's tenure as Corporate Legal Affairs Director for Khaled Juffali honed her expertise in managing diverse local and international business partnerships, as well as fostering close collaboration with shareholders and board members. Armed with a legal background, Lama excelled in both legal intricacies and organizational structuring, leading her to establish and restructure HR and Government Relations Departments across various subsidiaries of the Group.

# Contact us



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