

**SAILS**

*Your partner in Saudi Arabia*



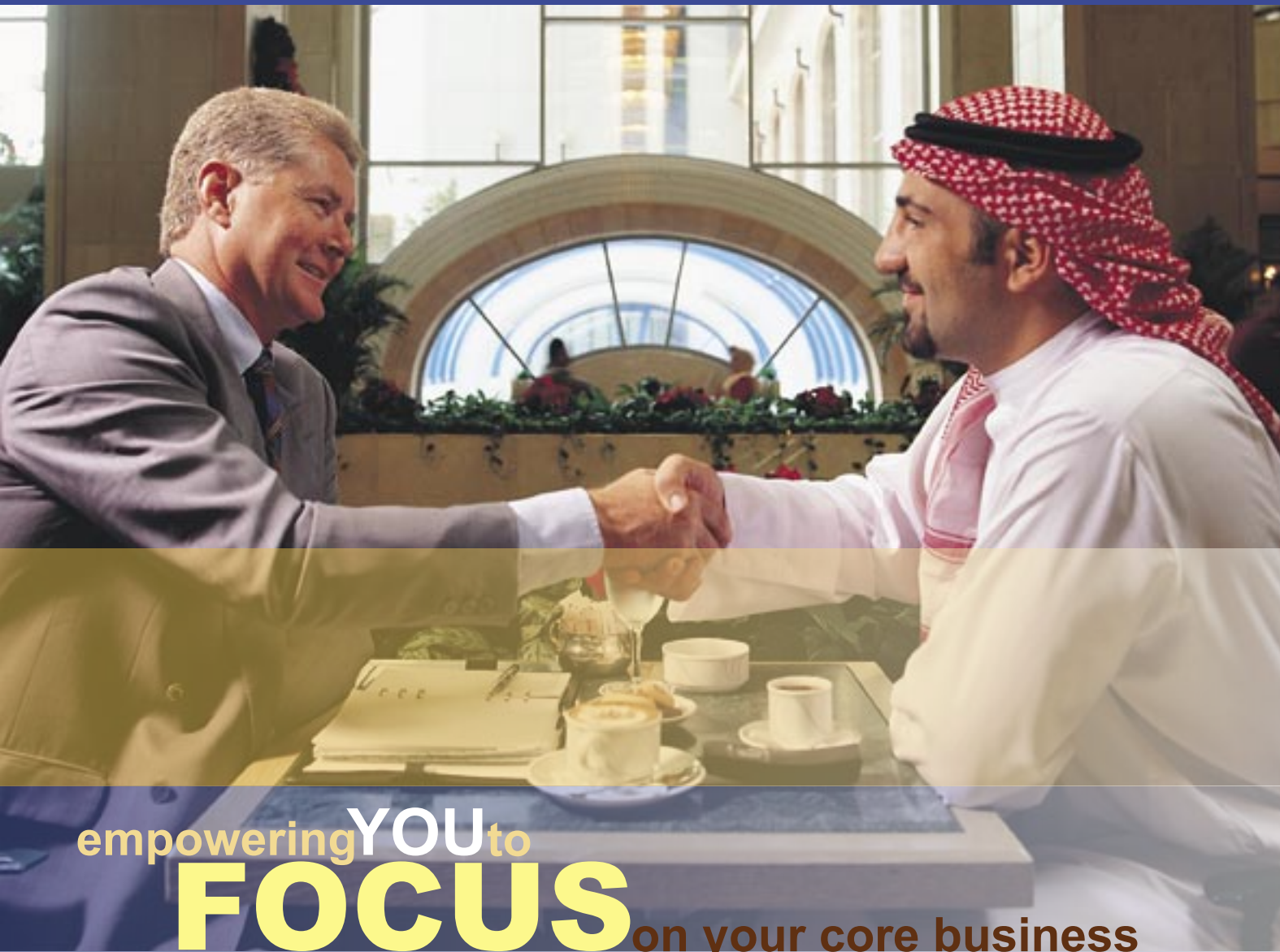
P.O.Box 90872  
Riyadh 11623  
Kingdom of Saudi Arabia  
Tel: +966-1-479 4147  
Fax: +966-1-476 6259  
Email: [info@sails.net](mailto:info@sails.net)

[www.sails.net](http://www.sails.net)

# S A I R S

## Contents

Introduction	4
Overview	6
Integrated Support Solutions	8
Office Management & Logistic Support	11
Advantages of Integrated Support Solutions	12
Conclusion	14



empowering **YOU** to  
**FOCUS** on your core business



DIVERSIFIED  
**SUPPORT**  
SERVICES

from  
**ONE** source

## INTRODUCTION

SAILS (Saudi Arabian Integrated Logistic Systems) is a member company of the Al-Hejailan Group of companies, who are at the forefront of the Kingdom's and the GCC's regional and technical advance, with diversified operations in services, industry, engineering and defence.

SAILS is an integrated services company established in Saudi Arabia to aid Western and Saudi companies in both, the government and commercial sectors. SAILS provides a package of diversified range of services that help companies focus on their core business.

SAILS was started in Saudi Arabia by Saudi Nationals, is totally Saudi-owned and managed by a skilled combination of Saudi and Western talents.

The SAILS team was formed to take advantage of the best knowledge and technology available to manage projects for customers with which it works. SAILS is centrally located in Riyadh, which is an ideal location to support its kingdom-wide activities.

Human Resources, Logistic & Administrative Affairs, Business Office Support, Facility Maintenance and Site Support, Government Relations, Personnel Support Services, Travel Services, Procurement, Translation, Vehicle Lease, Accounting Support, Janitorial Services etc. are the few examples of SAILS' diversified scope of services.





# personalized **SERVICES**

## **OVERVIEW**

SAILS develops and delivers integrated support service packages to clients who are seeking a market place in the Kingdom by setting up life support projects and sites especially at remote places.

Clients assessing such a market place will find their mission made easier by using SAILS' integrated support solutions.

## ■ **INTEGRATED SUPPORT SOLUTIONS**

## ■ **OFFICE MANAGEMENT & LOGISTIC SUPPORT**

## INTEGRATED SUPPORT SOLUTIONS



## FACILITY MAINTENANCE AND SUPPORT

We offer a comprehensive array of services that can take care of all of clients' facility management needs. These start right from the setup stage to implementation and further, maintenance.

These services include:

- Planning
- Programming
- Designing
- Administration
- Management
- Materials
- Supplies
- Equipment
- Workshops
- Construction Work
- Supervision
- Labor



## PERSONNEL SUPPORT SOLUTIONS

SAILS provides program management teams to cover a varied spectrum of services to the client. The program management team provides the client with the necessary services of personnel and human resources management by supervising and executing the overall function of a personnel department, including:

- Recruitment  
The search process which entails advertisement, network search and rigorous interviews based on SAILS P&P. Selection is based on certain job ethics, technical qualifications, experience, proficiency, knowledge, training and education.
- Family Logistical and Educational Support
- Maintenance and Housekeeping of Employee Accomodation
- Employee Accomodation
- Employee Transportation
- Medical and Social Insurance
- Employee Legal Documentation and Government Affairs
- Management of Personnel File in compliance with government regulations

## GOVERNMENT RELATIONS

SAILS provides follow up services to public authorities and Government Agencies, which include all Ministries, Passport Office, Labor Office, Department of Zakat and Income Tax, the Imarah HQ (Mayor's House) Traffic Department and Municipalities.

These services include:

- Visit, Employment and Business Visas
- Transfer of Sponsorships
- Issuance and Renewal of Residence Permits and Work Permits
- Single and Multiple Exit/Re-entry Visas
- Final Exit Visas
- Cancellation of Visas
- Pilgrimage Authorization
- Change of Profession
- Certifications by different Government Agencies
- Vehicle Registrations and Driving Licenses
- All Traffic Department related matters
- Temporary and Final Zakat Certificates



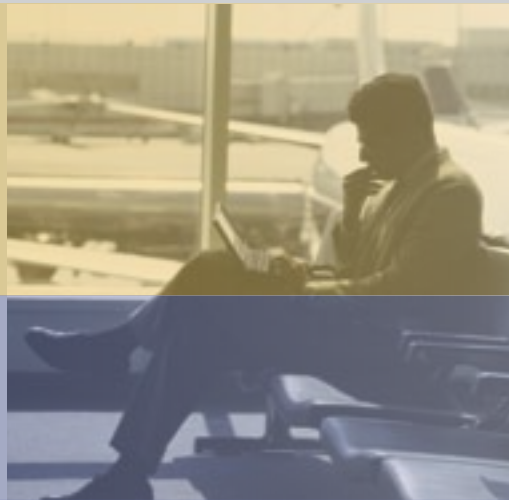
## TRANSPORTATION

SAILS provides a unique personalized transportation service to include, short and long term vehicle leasing, round the clock maintenance service and trained drivers.

## TRAVEL SERVICES

Our travel services assist clients in planning and organizing flight itineraries, with its experienced staff taking care of all travel related issues such as reservations, cancellations, notifying arrival and departure delays or changes, or even changing routes online.

SAILS also arranges package tours, business trips and executive travel. Clients can also have direct online access to the travel agency's website for bookings and/or other inquiries.



## HUMAN RESOURCES

SAILS offers services to companies that cover all of their HR needs, right from designing an optimum organization structure, to compensations and appraisal systems. SAILS services are governed by its philosophy to:

- Make an effective contribution to the objectives of the organization and to the fulfillment of its social responsibilities.
- Acquire, develop, manage and gain the commitment of the organization's key resources – the people who work in it and for it.
- Obtain, develop and motivate the human resources required by the organization to achieve its objectives.
- Develop an organization structure and climate that will evolve into a management style which will promote cooperation and commitment throughout the organization.
- Make the best use of the skills and capacities of all those employed in the organization.
- Ensure that the organization meets its social and legal responsibilities towards its employees, with particular regard to the conditions of employment and quality of working life.

## OFFICE MANAGEMENT & LOGISTIC SUPPORT

As a foreign company planning to do business in Saudi Arabia or a local company looking for a partner to look after office and administrative needs, SAILS takes care of the following:

- Provides complete office complexes for company operations.
- Provides leasing, office renovation, erection, setup and layout, interior design, furnishing and automation.
- Provides services of manpower and multinational teams mobilization to remote areas.
- Supports clients' staff with customized business integrated support packages at remote sites.
- Provides translation of technical material into classical and colloquial Arabic for use by local business and government organizations.
- Provides communication links, IT support and LAN/WAN.

integration **FOCUS**  
**QUALITY** risk minimization

economies of scale  
**CENTRALIZATION**  
strengthen control

share financial risk

## T O T A L   S O L U T I O N S

### ADVANTAGES OF INTEGRATED SUPPORT SOLUTIONS

- Integration of all tasks that are not part of the client's main line of activity or specialization by taking advantage of Business Process Outsourcing (BPO).
- Minimization of extra managerial staff that would be required by the client to handle and coordinate with other private subcontractors or government entities.
- Enable clients to be more successful in what they do best and help increase sales and market share, develop new products, enhance customer service and satisfaction and expand new markets leading to stronger growth, higher profitability and an increase in shareholder value.
- Reduction of unnecessary costs and boosting efficiency through Business Process Reengineering (BPR), Economies of Scale, which in result reduce operating costs of the client companies.
- Enable clients to pare away non-core functions in order to focus more keenly on speed, building customer relationships and increasing value.

- Identification of subcontractors based on strengths and capability for the required task and reduction of client's interface with subcontractors and other business entities.
- Sharing of financial risk.
- Tracking and planning performance as per client's specifications, requirements and standards.
- Follow up and execution in compliance with high standards (ISO Certified).
- Strengthen control over business processes through service level agreements, variable cost structure and performance measures specified in the outsourced contract.
- Streamline business processes, improve operating performance, increase efficiency, productivity and control costs.
- Incorporate the best leading companies with measures for continuous improvement.





## CONCLUSION

SAILS' expertise is aimed at organizations that are looking to speed up their operations and establish base in Saudi Arabia almost instantly. It is a one-stop shop, a one source for clients to take the hassle out of all administrative and logistic requirements of business. SAILS takes it from there and clients concentrate on doing what they do best, i.e. focusing on building products or services, penetrating markets, facing the challenges of competition, increasing their bottom line – just pure progress. In other words, “while clients work on ‘growing their business’, SAILS works on the ‘mechanisms’ that support their business”.

