



PROFESSIONAL SERVICE AGREEMENT

Client:	Service Provider:
Name: Sulman Sajid	Name: SULMAN SAJID C/O BITBURJ WLL
Address: FLAT 101 BLDG 185 ROAD 330	Address: OFFICE 34, BUILDING 106, ROAD 333, QUDAIBIYA 321, MANAMA, BAHRAIN
Email: sulman.gsn@gmail.com	Email: INFO@BITBURJ.ORG
Phone: +97333637860	Phone: +973 3363 7860
Country: Qatar	Country: Bahrain

Contract Effective Date:	Jul 1, 2025
Contract Duration:	24 Months
Total Contract Fees:	QAR 4,500.00/-
USD Equivalent:	USD 1,215.00/-

1. PARTIES TO THE AGREEMENT

This Professional Service Agreement ("Agreement") is entered into and effective as of **Jul 1, 2025**, by and between the Service Provider, as defined in Section 1.1 below, and **Sulman Sajid** ("Client"), duly organized and operating under the laws of Qatar.

2. SCOPE OF SERVICES

The Service Provider shall provide the following professional services (collectively, the "Services") to the Client in accordance with the terms and conditions set forth in this Agreement:

■ Finance – (Professional services)

Bookkeeping & Accounting

The Service Provider shall provide bookkeeping and accounting services, including:

- Comprehensive bookkeeping and maintenance of accounting records in accordance with internationally recognized accounting standards (IFRS/GAAP)
- Bank and account reconciliations on a monthly, quarterly, or as-needed basis
- Accounts payable and receivable management and oversight
- General ledger maintenance and journal entries
- Chart of accounts setup and management

Financial Reporting & Analysis

The Service Provider shall provide financial reporting services, including:

- Preparation and review of monthly, quarterly, and annual financial statements and closings
- Financial reporting and management information systems (MIS) preparation
- Internal financial reviews, analysis, and audit support services
- Financial performance analysis and variance reporting
- Custom financial reports and dashboards

■ It – (Professional services)

Cloud Solutions & Infrastructure

The Service Provider shall provide cloud infrastructure services, including:

- Cloud infrastructure setup and management (AWS, Azure, Google Cloud)
- Cloud migration and optimization services
- Hosting coordination, domain management, and SSL certificate management
- System backup, disaster recovery planning, and business continuity services
- Cloud cost optimization and monitoring

Cybersecurity Services

The Service Provider shall provide cybersecurity and security assessment services, including:

- Cybersecurity assessments and vulnerability scanning
- Implementation of security best practices and protocols
- Security audit and compliance review
- Penetration testing and security hardening
- Security incident response planning

Network & Infrastructure Management

The Service Provider shall provide network and infrastructure services, including:

- IT infrastructure planning, setup, configuration, and optimization
- Network architecture design, implementation, and ongoing support
- Server setup, configuration, and management
- Network security and firewall configuration

- Infrastructure monitoring and performance optimization

■ Hr – (Professional services)

Payroll Processing & Management

The Service Provider shall provide payroll services, including:

- Comprehensive payroll processing, calculation, and disbursement coordination
- Payroll reporting, tax withholding calculations, and compliance documentation
- Benefits administration support and coordination
- Final settlement calculations and processing
- Payroll system setup and management

Recruitment & Onboarding

The Service Provider shall provide recruitment and onboarding services, including:

- Recruitment support, job posting coordination, and candidate screening assistance
- Interview coordination and candidate assessment
- Employee onboarding processes, documentation, and orientation coordination
- Offboarding procedures, exit interviews, and transition management
- Talent acquisition strategy and employer branding

■ Business – (Professional services)

Business Strategy & Planning

The Service Provider shall provide strategic planning services, including:

- Strategic planning, business model development, and growth strategy formulation
- Business plan development, financial modeling, and investor presentation preparation
- Market research, competitive analysis, and industry benchmarking
- International expansion strategy and market entry planning
- Digital transformation and technology adoption strategy

Operations & Process Optimization

The Service Provider shall provide operational consulting services, including:

- Operational efficiency analysis, process optimization, and workflow improvement
- Performance metrics development, KPI tracking, and business intelligence implementation
- Change management, organizational development, and transformation initiatives
- Quality management and process improvement
- Lean and Six Sigma methodologies implementation

Sales & Revenue Optimization

The Service Provider shall provide sales and revenue consulting services, including:

- Sales strategy development, pipeline management, and revenue optimization
- Sales process design and implementation
- Customer relationship management (CRM) strategy
- Sales team training and performance improvement
- Pricing strategy and revenue modeling

3. FEES AND PAYMENT TERMS

In consideration for the Services rendered under this Agreement, the Client shall pay the Service Provider a total fee of **QAR 4,500.00 Qatari Riyals (4500.0 QAR)**. The USD equivalent is approximately **USD 1,215.00**. Payment terms shall be net thirty (30) days from the date of invoice, unless otherwise mutually agreed upon in writing.

3.1 Bank Details for Payment

All payments under this Agreement shall be made to the following account:

- Account Name: BITBURJ WLL
- Bank Name: AL SALAM BANK
- IBAN / Account No.: BH78ALSA00790039100100
- SWIFT / BIC: ALSABHBM

4. TERM AND TERMINATION

This Agreement shall commence on **Jul 1, 2025** and shall continue for a period of **24 Months**, unless terminated earlier in accordance with the provisions herein. Either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party. Termination shall not relieve either party of obligations incurred prior to the effective date of termination.

5. CONFIDENTIALITY

Both parties agree to maintain the confidentiality of all proprietary and confidential information disclosed during the term of this Agreement. This obligation shall survive the termination of this Agreement for a period of five (5) years. Confidential information shall not include information that is publicly available, independently developed, or lawfully obtained from third parties.

6. INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights in any work product, deliverables, or materials created by the Service Provider in the course of providing Services under this Agreement shall be transferred to the Client upon full payment of all fees due, unless otherwise agreed in writing. The Service Provider retains the right to use generic methodologies, tools, and know-how developed during the engagement for other clients.

7. LIMITATION OF LIABILITY AND INDEMNIFICATION

The Service Provider's total liability under this Agreement shall be limited to the total fees paid by the Client under this Agreement. Neither party shall be liable for any indirect, incidental, consequential, or punitive damages, including but not limited to loss of profits, data, or business opportunities, even if advised of the possibility of such damages. Each party agrees to indemnify and hold harmless the other party from any claims, damages, or expenses arising from their own negligence or willful misconduct.

8. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Qatar. Any disputes arising from this Agreement shall be subject to the exclusive jurisdiction of the courts of Qatar.

****Applicable Laws:****

- Qatar Commercial Companies Law (Law No. 11 of 2015)
- Qatar Civil Code (Law No. 22 of 2004)
- Qatar Labor Law (Law No. 14 of 2004)

****Regulatory Compliance:****

The parties agree to comply with all applicable Qatar regulations including but not limited to Qatar Central Bank regulations, data protection laws, and industry-specific licensing requirements.

9. GENERAL PROVISIONS

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral. Any amendments or modifications must be in writing and signed by both parties. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

10. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

SERVICE PROVIDER

CLIENT

Authorized Signature

Authorized Signature

Name: SULMAN SAJID

Name: Sulman Sajid

Title: _____

Title: _____

Date: _____

Date: _____

Company Stamp (if applicable)

Company Stamp (if applicable)

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