Vision Business Solutions-KSA provides an integrated business support services in Saudi Arabia offering a full range of corporate solutions. We specialize in Visa facilitation services, PRO services, accounting software (ERP, Design and implementation), Book Keeping services and HR services.

Business Support Services

Administrative Support Services

Business Setup in Saudi Arabia

Management Consulting Services

Accounting Services, Bookkeeping Services

Personnel Management Services

Certified Translation Services

Facility Management Services

IT Advisory Services (ERP)

HR Services

Vision Business Solutions-KSA is a one-stop shop turnkey integrated business support services in Saudi Arabia offering a full-range of corporate solutions for emerging businesses within Saudi Arabia.

Over the past twenty five years, we have developed the knowledge and expertise required within the market, enabling us to meet the needs of our clients with our unique understanding of the business environment. Our team consists of professionals with vast experience and a native understanding of the market's business culture.

We specialize in PRO services, book keeping, accounting and payroll, Visa facilitation services, HR services and recruitment in Saudi Arabia. Our clientage are from a variety of business industries e.g. banking and finance to defense, oil and gas, IT and real estate development, and many more.

Our in-house specialists have an in-depth knowledge of Saudi Arabian government legislation and regulatory general practices. All processes are implemented in compliance with these regulations and closely monitored, in line with government schemes such as Saudization by employing local talents as a priority.

We act as your consulting house, guiding clients in the initial stages of establishing business entities all the way through to day-to-day set up needs until final hand-over and your departure from the Vision Business Solutions-KSA business team.

Our vision is to provide the highest quality of integrated service packages to emerging businesses through our one-stop shop, enabling our clients to focus on their core business.

MISSION

At Vision Business Solutions-KSA, we strive to continuously develop, add value and growth to our clients' businesses via an ardent belief in effective management, quality service and commitment to our staff, clients and vendors alike.

We do this by providing top-notch services to all our clients.

Vision Business Solutions-KSA enables each client to focus on developing their core business, while we take care of the overwhelming day-to-day operational burdens. We achieve this by streamlining business processes, improve operating performance, control costs as well as increase efficiency and productivity.

We do this through a wide range of services that include staffing, sponsorship, human resources, expediting on-call tasks, PRO services, book keeping, general accounting services, logistics and the developing ERP solutions.

This is business process outsourcing (BPO) at its best. BPO is the managerial concept of contracting of the operations and responsibilities of specific business processes to a third-party service provider - and we're the best in the Saudi Arabian markets.

While we take care of the details, our clients' can focus on developing new and improved products, increasing sales and market share, enhancing customer service and expanding into new markets.

Improve Quality

Reduce cost

Conserve capital

Faster Innovation

Increase speed to market

Our wide range of services for new and existing businesses in Saudi Arabia include set-up consulting together with advisory and compliance, PRO services, book keeping, accounting and

payroll services, HR and admin support as well as advisory services including Saudization and the recruitment of Saudi professionals.

We provide early-stage consultations, during which our professionals offer advice on the optimal choice of legal structures for your business; whether for established businesses or assisting in a business set up.

This requires a detailed consultation as to the nature of the activity, since the choice is a complex and important one, and early-stage missteps can prove costly down the line.

Our senior consultants can also advise you on how best to adapt the substance of your business model to the needs and realities of local laws, consumer preferences and labor markets. Every market has a different business identity, so what might work in some markets worldwide might not work locally and we can help you identify potential pitfalls to minimize entry risk through outsource relationships.

Our long experience with government relations and significant government bodies that include various municipalities and ministries (e.g. the Ministry of Labor, Ministry of Commerce, and Ministry of Foreign Affairs) help speed up the process of all routine procedures, and will ensure smooth and efficient interactions with these official organizations as well as any other semi-government institutions.

**Visa facilitation services**

Getting a business visa or a work visit visa could be a bit complicated, however, through our network, we can ensure managers and all expatriate staff receive visas in a timely and hassle-free manner in line with the local regulations as they change. We provide full consulting services in this area for you to be able to get any worker of yours to access Saudi Arabia.

**Accounting, Bookkeeping and Payroll Services**

Vision Business Solutions-KSA prepares incoming and outgoing bank checks and cash registers, and provide payroll services, invoicing services, ledger management, receivables/payables/accruals/bank reconciliations, and even complete monthly management accounts.

**Comprehensive Personnel Management**

We can manage your ongoing relationships with your staff. Significant services we provide include: maintaining updated employee personnel files, which includes but not limited to, their contracts, employee Bio-data information, personnel information, and social security (GOSI) update.

Provide logistical support for employees and families, serviced employee accommodation offerings, employee transportation, and medical insurance.

**CERTIFIED TRANSLATION**

Vision Business Solutions-KSA provides certified Arabic to English & vice versa translation services.

Our translation is done to rigorous high-quality standards. This service is provided in partnership with our local partnered certified translation firm.

**PICK & CHOOSE SERVICE OPTIONS**

We create comprehensive packages for our business solutions to meet our clients’ startup and ongoing needs.

We can mix and match the above options to create the perfect package for your business based on your phasing business needs.

**IT ADVISORY**

Vision Business Solutions-KSA provides in house IT specialists to help you assess the most convenient IT solutions that suit your needs as you move into new office locations.

Our IT services range from the diagnostic through the implementation phases, so we can make sure you have a scalable, efficient software platform that will allow you to seamlessly collaborate with the local network.

**HUMAN RESOURCES**

Vision Business Solutions-KSA provides HR advisory services. This may include: talent search, screening, interviews, selection & recruitment.

We also provide consultation on Saudi labor laws, best HR practices applied locally, and other regulations that can affect staffing.

We can also help clients create from scratch HR manuals in compliance with the local rules & regulations.

**Mission**

Our services enable each and every one of our clients to focus on their core business, while we take care of day-to-day concerns.

Minimizing execution manpower

Centralizing & strengthening control of non-core business

Ensure compliance with local rules and regulations

Risk sharing & risk minimization

Ensuring brand name protection

Implementing economies of scale

Providing integration & 360 solutions

Encouraging foreign investment with or without local businesses

Active top management involvement in government affairs & personnel staffing

Reducing personnel training costs & staff turnover

Finding replacements during employee absence & vacation

**CERTIFIED TRANSLATION**

Vision Business Solutions-KSA provides legal translation services in Saudi Arabia. One of the most popular solutions that we offer are the certified Arabic and English translation services in Riyadh, Jeddah and Al Khobar. We have under our employment, some of the most professional legal and technical translators. As a client, you need to get exact translations that are easy to read and to the point without any grammatical or spelling mistakes. We have language experts who have years of experience who will deliver the translations on time and in a professional manner.

**SETUP ADVISORY AND CONSULTANCY**

As a one-stop shop, Vision Business Solutions-KSA provides early-stage consulting where our professionals offer advice on the optimal choice of legal structure for your business, along with the expected time-frame for set-up, and the ideal managerial structure of the intended operation, based on your goals. These decisions are complex and important, as early-stage missteps prove both costly and detrimental down the line. So as to ensure success, we engage in detailed consultations as to fully understand the nature of the business. Our senior consultants provide additional advisory services on how best to adapt your business model to the needs of the local market, realities of local laws, consumer preferences and labor markets. Every market has a different business identity, so what might work in one global market worldwide might not work locally and we can help you identify potential pitfalls to minimize entry risk.

**PRO SERVICES IN SAUDI ARABIA**

Vision Business Solutions-KSA has a dedicated group of public relation officers who possess excellent knowledge in processing and following up on all PRO activities. They have immense experience with various municipalities and ministries such as the Ministry of Labor, Ministry of Commerce and Investment, Saudi Arabian General Investment Authority (SAGIA) and Ministry of Foreign Affairs. If you want to issue or renew municipality licenses, work visas or more in the Middle East, then we offer the best PRO services in Saudi Arabia. Our team of PR officers ensure smooth, compliant and efficient interactions with official organizations as well as any other semi-government institution. As a client, you can rest assured that we will provide you with services delivered as requested and within compliance of the local rules and regulations.

**Visa facilitation SERVICES IN SAUDI ARABIA**

There are a large number of expatriates working in Saudi Arabia and Vision Business Solutions-KSA provides help with the visa formalities and requirements that they may require. Our company offers strategic planning for corporate visas and compliance advice in addition to supporting organizations with visa services in Saudi Arabia. These services include obtaining a work visa, residency visa, work permit or family visa for people planning to relocate to Saudi Arabia. We take pride in making sure that these official procedures take place without any hassle, in compliance with local regulation and in a timely manner. Our team of experts are always updated with the changing laws and keep the clients and companies notified of any revisions.

**ACCOUNTING FIRMS IN SAUDI ARABIA**

Finance and accounting is a very important part of keeping a company stable and at the top of the ladder. Vision Business Solutions-KSA provides exceptional accounting services in Saudi Arabia. These range from bookkeeping and payroll to GOSI services. Our accounting solutions are up to date and in compliance with both Saudi Arabian regulations and the International Financial Reporting Standards (IFRS). They are also integrated with our client global system requirements for filing and reporting. Additionally, we prepare incoming and outgoing bank checks and cash registers, ledger management, bank reconciliations and even complete monthly management accounts.

TYPES OF PAYROLL & BOOKKEEPING SERVICES

**Adoption of International Financial Reporting Standard[IFRS] in Saudi Arabia:** Adoption of IFRS in Saudi Arabia as of March 31, 2015 and thereafter; financial service.

**Advisory and Corporate Finance**: We conduct strategic, organizational, and financial reviews of client businesses.

**Forensic Accounting**: Forensic accounting services is designed to enable lawyers, and other clients resolving disputes and ability.

**Outsourcing**: Outsourcing services are designed to certain clients to assist them in running their do-to-day business.

**Zakat & Tax**: Through our collaboration with local Audit firms, we have access to excellent resources.

**COMPREHENSIVE PERSONNEL MANAGEMENT**

Our top-notch team is well versed and capable to manage your ongoing relationships with your staff. Significant services we provide in this area include maintaining updated employee files as such as contracts, employee bio-data, personnel information and social security updates as well as implementing Saudization processes outlined by government entities. Additionally, we provide logistical support for employees and families, serviced employee accommodation offerings, employee transportation as well as medical insurance.

**IT ADVISORY**

Vision Business Solutions-KSA provides in-house IT specialists to help you assess the most convenient IT solutions to suit your needs as you move into new office locations. From the diagnostic through to implementation phases, we ensure you have a scalable and efficient software platform that enables you to seamlessly collaborate with the local network.

**HUMAN RESOURCE SERVICES IN SAUDI ARABIA**

Recruitment Services Saudi Arabia

Human Resources (HR) is an integral part of any organization and companies often outsource the HR activities of their branches to support with hiring and managing local staff. At Vision Business Solutions-KSA we offer a full range of human resource services in Saudi Arabia. We help International companies operating within the region with their administration requirements. Our company offers the best HR advisory and talent acquisition services in Riyadh, Jeddah and Al Khobar including the recruitment of Saudi nationals in line with the Saudization scheme. We are experts in managing employee file administration, along with preparation of contracts, medical insurance and keeping track of the expiry dates of official documents. We have a highly qualified team of HR specialists who offer the best in class HR solution for your needs across Saudi Arabia. Our advisory role on HR matters is compliant with local labor law and includes the drafting of the employment contacts and termination of employment document in line with local rues and regulation.

List of Recruitment Industries

Airline & Aviation: The recruitment to Airline and Aviation primarily focuses on jobs like pilots, cabin crew and ground staff.

Construction & Building: We offer permanent and temporary staffing solutions to the construction industry and we are the best recruitment agency in Saudi Arabia.

It Software & Hardware: We are the leading recruitment agency for Computer Engineers, Software and Hardware Engineer.

Consulting Companies: We offer offices on the lease, government relation services and visa services.

Hotels & restaurants: Our recruitment takes care of staffing for hotels and restaurants.

Electromechanical: We have manpower solutions and recruit for the electromechanical sector.

Roads and highways: Construction industry is booming all the time and our company provides recruitment for them.

Teachers recruitment: Schools and colleges prefer to recruit teachers through our company.

Fertilizer plants: Recruitment of workers to fertilizer plants are taken care of by Vision Business Solutions-KSA.

Nursing & Hospitals: There are a lot of expats who work in the medical field and our company makes sure the recruitment is an easy process.

Oil & Gas: The industry which never seems to burst its bubble and always in need of manpower and recruitment.

Marine engineering: This niche is very important to nature and our firm handles manpower and recruitment for it.

Fabrication Plants: Fabrication is necessary for construction and other fields so it is always in need of recruitment services.

Water Treatments Plants: Water treatment from salt to sweet or processing water needs a workforce and our company provides recruitment services for the same.

**OUTSOURCING STAFF IN SAUDI ARABIA**

Vision Business Solutions-KSA provides professional outsourcing solutions to clients who understand the significance of hiring the right people for a job but at the same time wants to save time and cut down on the costs. The success and growth of any business is directly dependent on the quality of personnel that work for your organization. The needs and goals are different for every client and our staffing solutions are tailored in a manner that can be adjusted to meet specific demands. At Vision Business Solutions-KSA, we work on your behalf by covering all the aspects of outsourcing from recruitment, interviews, appointment and HR management. We stand proud as the industry leader in outsourcing staff in Saudi Arabia thanks to a support system that ensures new employees are quickly and efficiently integrated into your business.

Services We Provide

Background Checks

Background Checks

On behalf of our clients we conduct character, employment, education and criminal background checks on the prospective candidate.

Drafting Offer Letters

Drafting Offer Letters

Once the ideal candidate has been identified, we will help you draft the offer letters and then send them out to the candidate.

Performance Evaluation

Performance Evaluation

We have mechanism in place to conduct performance evaluation tests of your employees to see who are the best and least performing.

HR Management

HR Management

We have specially developed software that automates payroll and HR management in your organization to ensure that the business runs smoothly.

Termination

Termination

When the time comes for an employee to depart from your organization, Vision Business Solutions-KSA will help in dealing with all the termination formalities.

Immigration Clearance

Immigration Clearance

If the chosen candidate is an expatriate we will aid in their Visa application process.