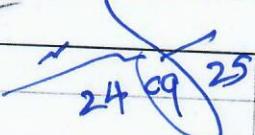
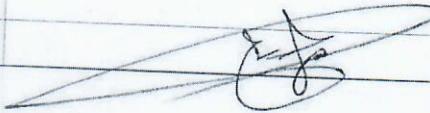




شعار مباشرة العمل
Effective Date Notice

Employee Information		بيانات الموظف
Name	فهد حسين صالح (جعفر)	
Job Title	مدير إدارة خوارج بشرية	
Employee Number	106074	
Department	الرئاسة	
Branch	القابضة	
Date of Joining	٢٠٢٠/٩/٢١	
Nationality	سعودي	

HR Manager's Signature		توقيع مدير الموارد البشرية
CEO's Signature		توقيع الرئيس التنفيذي
Direct Manager's Signature		توقيع المدير المباشر
Employee's Signature		توقيع الموظف

To: Personnel Department		إلى: شؤون الموظفين
Please Be advised That , the Employee:		
<input type="checkbox"/> started work for the first time on date	٢٠٢٠/٩/٢١	نامل اعتماد مباشرة العمل للموظف <input type="checkbox"/>
<input type="checkbox"/> joined the work after vacation	/ /	التحق بالعمل لأول مرة بتاريخ <input type="checkbox"/>
Shawn the employee		
شئون الموظفين		
الاسم: _____		
التاريخ: _____		

MMS-HR-EDN-2025-00



2020
25

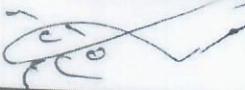
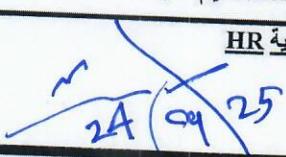
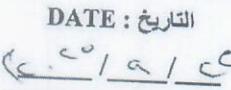
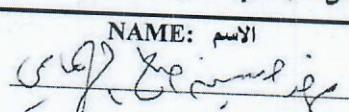


ALSALOMI

شركة مبارك مرعي السلومي وشركاه للمقاولات

تفاصيل عرض العمل

Job Offer Specification

21/09/2025	تاريخ العرض Date	SAUDI	الجنسية Nationality	FAHAD AL HAMAMI	الإسم Name
All Projects	الفرع Branch	Project	الاداره Division	HR MANAGER	الوظيفة Job Title
Out of Scale					
مدة العقد (1 سنة) The duration of the contract (1 Year)					
MONTHLY		الراتب والعلاوات SALARY			
14815		الراتب الأساسي Basic Salary			
3704		بدل سكن Housing allowance			
1481		بدل انتقال Transportation			
20000		اجمالى Total			
ميزات وشروط أخرى					
<p>فترة التجربة : (90) يوما حسب نظام العمل والعمال السعودي اعتبارا من تاريخ مباشرة العمل . ويعتبر تاريخ نقل الكفالة للأجنبي هو تاريخ بداية مباشرة الموظف .</p> <p>Probation period: (90) days according to the Saudi labor and workers system, starting from the date of commencing work and the date of transferring the sponsorship for foreigners is the date of joining the company.</p>					
<p>الإجازة السنوية (21) يوما مدفوعة الأجر عن كل (سنة) ميلادية خدمة . (إذا كان الموظف سعودي على كفالة الشركة)</p> <p>Annual leave is (21) days paid for each calendar service (if the employee is under the company's sponsorship)</p>					
<p>Treatment: Provide a medical insurance card for treatment inside the Kingdom of Saudi Arabia (if the employee is under the company's sponsorship)</p> <p>العلاج : توفير بطاقة تامين طبي للعلاج داخل المملكة العربية السعودية (إذا كان الموظف سعودي أو على كفالة الشركة)</p> <p>نذكرة سفر واحدة كل سنه للموظف (لغير السعوديين) . (إذا كان الموظف على كفالة الشركة)</p>					
<p>Travel tickets every 1 year for the employee. (If the employee is on the company's sponsorship)</p> <p>تحمّل الشركة رسوم استخراج وتجديد الإقامة بعد اجتياز تقييم فترة التجربة - لغير السعودي (إذا كان الموظف على كفالة الشركة)</p> <p>The company bears the fees for extracting and renewing the residency after passing the evaluation of the trial period - for non-Saudi (if the employee is under the company's sponsorship)</p>					
<p>يعتبر هذا العرض لاغيا في حالة عدم مباشرة العمل في التاريخ المحدد أدناه .</p> <p>This offer is void if the business does not start on the date specified below</p>					
<p>This offer is Valid for Three Working Days هذا العرض صالح لمدة ثلاثة أيام عمل</p> <p>HR</p>					
<p><u>C.E.O</u> </p> <p> ٢٤/٩/٢٥</p>					
<p>I agree to what was mentioned in the details of this offer, and I confirm that I am ready to start work within(and abide by the above clauses</p>					
<p>أوافق على ما جاء في تفاصيل هذا العرض ، وأؤكد بأنني على استعداد ل مباشرة العمل خلال (✓) واللتزام بالبنود المدونة أعلاه</p>					
DATE :  ٢٠٢٤/٩/٢٥	SIGN : 	NAME: 			



توكلنا
Tawakkalna



الهوية الوطنية
National ID

ALHAMAMI, FAHAD HUSSAIN S

فهد بن حسين بن صالح الهمامي



1105404055

الرقم : 1105404055

DOB: 07/07/1991

تاريخ الميلاد : ١٤١١/١٢/٢٥

DOI: 12/03/2026

تاريخ الانتهاء : ١٤٤٧/٩/٢٣



مكان الميلاد : نجران

ID Number / الرقم

1105404055

Name in English / الاسم بالإنجليزي

ALHAMAMI, FAHAD HUSSAIN S

Date of Birth / تاريخ الميلاد

07/07/1991

Issue Date / تاريخ الإصدار

06/05/2021

Expire Date in Hijri / تاريخ الانتهاء بالهجري

1447/09/23

Name in Arabic / الاسم

فهد بن حسين بن صالح الهمامي

Place Of Birth / مكان الميلاد

نجران

Date of Birth in Hijri / تاريخ الميلاد بالهجري

1411/12/25

Expire Date / تاريخ الانتهاء

12/03/2026

Copy / نسخة

5

تم مشاركة هذه الوثيقة من خلال توكلنا

This document is shared through Tawakkalna



يجب التحقق من الرمز السريع قبل اعتماد التعامل مع الهوية

You must ensure validating the otp prior to considering the ID an official one

نموذج رقم الحساب / الآيبيان للعميل Customer Account No./IBAN Form

Date: 9/21/2025

To Whom it May Concern,

We would like to inform you that Mr./Mrs./Ms.

FAHAD HUSSAIN ALHAMAMI

is one of Riyad Bank customers

At his request below is his account no. without any liability or obligation on the bank

التاريخ: ٢٠٢٥/٩/٢١

بعد التحية،

نفيدكم أن السيد / السيدة / الانسنة:

فهد حسين الهمامي

أحد عملاء بنك الرياض

وبناء على طلبه تجدون رقم حسابه أدناه بدون أدنى مسؤولية أو التزام على البنك

رقم الحساب الجاري

Current Account No.

2	4	0	1	2	5	3	2	0	9	9	4	0
---	---	---	---	---	---	---	---	---	---	---	---	---

رقم الحساب الموحد (الآيبيان)
Consolidate Account No. (IBAN)

S	A	4	4	2	0	0	0	0	0	2	4	0	1	2	5	3	2	0	9	9	4	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

بيانات العميل الشخصية
Customer Personal

FAHAD HUSSAIN ALHAMAMI	الاسم Name
1105404055	رقم الهوية ID No.
3957 8797 14223	العنوان Address
الشرفة دي النسيم الغربي	
966551815681	رقم الهاتف Tel No

الختم
Seal

Reference Number:

5560271003400278

To verify, please scan the below QR code:



الرقم المرجعي:

5560271003400278

للتحقق، الرجاء مسح الكود أدناه:



- Assistant Relationship Manager | Riyad Bank** **Feb 2019 - Mar 2021**
- Perform all relationship manager duties for corporate banking
 - Receive bank portfolios containing a number of companies and perform the following tasks for the companies
 - Study the client, their credit history, and the possibility of granting bank facilities.
 - Ensure understanding of the client's needs and business, and provide banking products that suit their business.
 - Provide all solutions that support the continuation of the distinguished relationship with the client.
 - Continuously communicate with the client at the highest level and maintain it.
 - (Submit requests for establishing facilities for the company and direct them to the credit rating agency(CRA).
 - Participate in committee meetings to make decisions and obtain approvals for my clients.

- corporate global services team leader | Riyad Bank** **Jan 2017 - Feb 2019**
- Working on after-sales services for companies
 - All corporate banking operations are carried out with full authority by the team.
 - Granting all types of financing stipulated in the credit approval.
 - Following up on receivables with companies.
 - Responding to inquiries, finding solutions and support, and resolving all problems facing companies.
 - Establishing, preparing, and activating electronic banking services for companies.
 - Reviewing credit approvals with the relationship management and credit management, and assisting in preparing them based on the company's credit history and activity.

- Operations Manager | Riyad Bank** **Jan 2014-Jan 2017**
- Reviewing credit approvals for borrowing companies (sanction letter - advise letter).
 - Review the financing operations submitted by the team and give final approval for implementation.

EDUCATION

- Najran University** **2010 - 2013**
- Bachelor of Public Administration

CERTIFICATES

- English studying in castle school in Brighton-UK
- Self-development course
- Strategic planning course

SKILLS

Communication skills , Organization and time management skills
Cooperation skills , Learning speed , The ability to adapt
Employee Services, Onboarding, Offboarding, Performance Management, HR Systems,
Employee Engagement, Benefits
Administration, Cross-functional Collaboration, Strategic HR Support, Problem-Solving,
Leadership

FAHAD AL HAMAMI

General Administration

0552304444 | F_III_F@hotmail.com | LinkedIn

PROFILE

I seek to join a stimulating and supportive work environment that enables me to develop myself and gain more skills and experiences and help the facility in the success and development of the field in which I work by providing a high level of performance and applying what I have of knowledge to ensure the achievement of sustainable success for the goals of the facility and the benefit of society.

EXPERIENCE

Act. HR Team Leader | Riyad Bank

Aug 2023 - Oct 2024

- develop policies, overseeing and implementing HR systems, handling employee relations, ensuring compliance with regulations, managing budgets, full-cycle recruitment, performance, and compensation.
- Evaluate, develop, implement, and administer all HR programs, including recruiting, orientation, separations, performance management, benefits, recognition programs, systems implementation, and compliance with employment laws, reporting, and regulations.
- Develop and lead an annual Performance Management Program, including defining timelines, communicating the process and timing to employees and managers, providing necessary support, and creating, executing, and enhancing training to all employees

HC Services Senior Specialist | Riyad Bank

Jan 2023 - Aug 2023

- Oversee and streamline Human Capital services to enhance employee experience and operational efficiency.
- Manage and support end-to-end HR processes including onboarding, offboarding, and employee services.
- Collaborate with cross-functional teams to improve HR systems and employee engagement initiatives.
- Provide strategic HR support and guidance to employees, ensuring alignment with company policies.

Act. People Services Senior Specialist | Riyad Bank

Feb 2022 - Jan 2023

- Processed offboarding tasks for resigned employees, including final settlements and entitlements.
- Issued experience certificates in line with HR policies.
- Updated health insurance records by adding/removing employees as needed.
- Handled insurance cases and coordinated with providers to resolve employee concerns.

Staff Affairs Assistant Manager | Riyad Bank

Mar 2021 - Feb 2022

- Managed employee benefits including personal, mortgage, and auto leasing loans, as well as nursery allowance.
- Created and delivered bilingual presentations for the Human Capital Department.
- Coordinated departmental updates and led biweekly Human Capital Services meetings.
- Oversaw day-to-day activities and operations within the department.



استمارة الموظف internal onboarding form

المعلومات الشخصية				
Full Name	فهد حسين صالح الحسني			
Date of Birth	٢٠١٩٩١ / ٧ / ٧			
Nationality	سعودي			
National ID	١١٥٦٤٠٥٥			
Gender	<input checked="" type="checkbox"/> Male ذكر <input type="checkbox"/> Female أنثى			
Marital Status	<input type="checkbox"/> Single أعزب <input checked="" type="checkbox"/> Married متزوج <input type="checkbox"/> Divorced مطلق <input type="checkbox"/> Widowed أرمل <input type="checkbox"/> احتياجات خاصة S.N.			
Address	الرياض - ١٣٢٨٣			
Phone Number	٠٥٥٢٣٤٤٤٤			
Email Address	F_iii_F@hotmail.com			
Job Title	مدير الموارد البشرية			
Total Salary				
Joining Date	٢٠٢٢.٠٩.٢١			
المؤهل العلمي				
Degree	<input checked="" type="checkbox"/> Bachelor's بكالوريوس <input type="checkbox"/> Diploma دبلوم <input type="checkbox"/> High School ثانوي <input type="checkbox"/> Other أخرى			
University				
Year				
نوع التوظيف				
Recruitment Approval	التاريخ:	التوقيع:	الاسم:	
			اعتماد قسم التوظيف	
Medical insurance	التاريخ:	التوقيع:	الاسم:	التأمين الطبي
Employee code	التاريخ:	التوقيع:	الاسم:	إصدار الرقم الوظيفي
Qiwa / GOSI Contract	التاريخ:	التوقيع:	الاسم:	إصدار عقد منصة قوى / GOSI
		اعتماد مدير الموارد البشرية / Human resource approval		