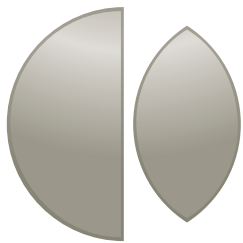


# Tawasul

First Edition - July 2013



مجموعة الخريفا  
Alkhorayef Group

Praise is to The Almighty Allah alone, and May His Prayers and Peace Be upon His Apostle Mohammed. In your Name, oh Allah, we begin, and with your straight Holy Book, we rightly be guided, and with your kind-hearted Apostle, we follow. O Lord, guide us to the best sayings and set right our deeds.

In the beginning we would like to welcome you in the first edition of the HR Electronic Bulletin which aims at increasing the communication and culture through keeping the inhabitants regularly aware of the news and accomplishments of the General Administration of the Human Resources and its branches, and as well of the local news of the company. The idea of establishing an electronic bulletin has emerged as a result of the electronic proposals received with the few past months after launching the Admin Development series. In this regard, we have received a suggestion to merge the series of the Admin Development with the section of the internal news of the company that is published in Alkhorayef Electronic Magazine so as to serve as an internal bulletin aimed at the employees only whereas Alkhorayef Hard copy will be subject to re-editing to target external customers, Alkhorayef's community and as well the outside public world.

We have the pleasures to announce to you the good news of launching the project of developing the systems and policies of the HR within the projects' chain to uplift the systems and programs of the whole group and its various companies, and modernizing it as per the visions, and clear strategies that will fulfill the ambitions of Alkhorayef's leadership in placing the companies in the heart of modernized and advanced companies.

The leaders of the group have realized that taking the company to the level of advanced companies can't be achieved without having an entity to lead the operations of development, assume the supervisions operations, draw plans and programs, suggest mechanism and strategies, and owns independency and authorizations that are not conventional which has been incorporated in the HR in its current new shape and formation. In this context, two new administrations under the general admin of HR have been established; one is named the Merit & Compensation Admin and the other is named the Support Services Admin. As well, the project managing the development of HR has been developed and its name and some of its duties have been changed. Now it carries the name of Organizational Development Admin. In the near future, a new department will be established for employment, attracting skills and planning labor force. Thus, the HR Management will have its five wings which are: Personnel Affairs, Organizational Development, Merits and Compensations, Support Services, recruiting and planning the labor force.

As well, a club for HR has been established as an initiative of the General Management of HR. It is set to develop the Human Resources of the group through assembling all the officials of the HR of all companies under one ceiling in order to exchange ideas, experiences and solutions that would elevate the standard of the HR of the group, provide a suitable environment for the growth and flourishing of employees since it is considered the basic support that would shore up the comprehensive development process and the future developing plans. So far, two meetings for exchanging ideas have been held and prior to the procession of the mentioned club.

**We cannot but have to thank here the leadership of the group for their sponsorship and support. Finally, we raise our hands to The Almighty Allah to grant His Forgiveness for the headman of Alkhorayef's family, Shiekh Abdurrahman Alkhorayef, and shower him with His Mercy, grant him His Paradise and bless us to complete the process of success.**

## May The Almighty Allah Be Please With Abdurrahman Alkhorayef.

Sheikh Abdurrahman Alkhorayef Bin Abdullah Alkhorayef, the Managing Director of Alkhorayef's Group of the companies of the sons' of Abdullah Al-Brahiem Alkhorayef, has passed away. He died in severe car accident occurred on Alkharj road. As well, his secretary (Mohammed Abdulwahab), and (Saleh Simade'h), died in the same car accident.

Mr. Abdurrahman Alkhorayef is recognized as an icon of successful business men in the private sector. He, May Allah Be pleased with him, resembles a symbol of a leading and successful character in the world of business and money.



## Chain of Administrative Development



### Why does Creation in your work place vanish and not flourish?

Six common and shameful practices you need to get rid of!

You would hardly find a statement of a message that does not post it on its heading, and you would rarely find a manager that does not raise his voice encouraging and praising it. Nevertheless, and despite all the concerns that creation has acquired within the business corporations, the knowledge of people and their understanding for what works out and that does not work in the course of the daily creation in work place, remain at its minimum level and mixed up in unbelievable way.

**From where do the piercing thoughts emerge? What is the work environment that allows for its flourishing? What the leaders need to do to maintain inspiration for creation and overcome barriers?**

Teresa Amabel , the head of the pioneering admin unit in Harvard University, a researcher whom has spent thirty years of her life in addressing these inquiries. She is known as the only professor of her level that devotes all of her time of researching program to study creation.

Ten years back, Amabell has proceeded with her researches to a new and unmatched level. Working with a team composed of teachers, university students, and managers of different companies, she managed to collect around 12000 titles of daily working journals of 238 personnel working on creative enterprises in seven different companies that operate in the areas of consumables, high-tech and chemicals.

She had never informed the participants in the study that she was focusing on the creation issue. In a simple method, she used to send them daily questions on their jobs and regarding their work environment as they would see and feel it in that special day. Afterwards, she filtered and organized the memorandums targeting the issue of creation by focusing on times when people face or come up with a new idea. In her study of the daily work memorandums, she was enthusiastic on seeing creation in reality. "We wanted to acquire all that goes in the heads of people and dig into it, and understand the specialties and roles of their working environments along with the trials and processes of thoughts that had lead to creative innovative piercings. The researchers are still working on analyzing the results, however, this breaking-through study, since the issuance of its conclusions, managed to turn over and correct so many of the long-lasting constant visions on the issue of creation within the working area.

In an interview with professor Amabelle, she provided us in the following lines with six wide-spreading illusions that are settled in minds. If you want to keep your working environments and places hostile or hampering creation then stay holding to those illusions.

### 1. Creation only comes from the ingenuity minds.

We need to stop dividing people according to minds and muscles.

**Whenever I talk in training sessions and discussions with managers, I tend to open my speech with this question: In what area of your organization you would like to see the spring of creation flowing?**

Normally, the answer would be in the areas of researching and development, in marketing, and in advertising. And when I ask about the subject that would not expect to see in it the necessity for the presence of creation, the answer would be the area of accounting. And always that would make the audience break into laughter due to the negative conceptions linked to creative accounting.

But no! This common concept spreading among managers that some people are creative and others are not; or they do not need to be as so is totally wrong. As a leader, you do not want to limit creation in isolated sectors. On the contrary, you want and need that every individual in your organization to be capable of generating new useful ideas; and that to include the employees of the financial section. Actually the world has witness during the past years how the financial accounting has seen the birth of deep-rooted and ethical creation as the “Cost Accounting of the ABCs efficiencies”. The mere truth here is that all the researches in this area have proved that any person with normal level of intelligence is capable of doing a creative job. Creativity depends on a number of trial issues – to include knowledge and technical skills, talent, the ability to think in innovative methods, the ability to get rid of and cross the dry periods and overcome the lack of creation, and the inner driving force resulting from practicing. Therefore, the intrinsic motivation is considered as a very vital requirement and of a special importance. It is noted that the people who do a job that are attracted to and motivates them by its own driving force and for its sake, would mostly does it in a creative way.) However, and despite what I used to see within the last five years of organizations directing a greater attention to creation and innovation more than any other time during my entire career, I believe that most people have not achieved a significant approach in realizing and investing their potential creativities. I also believe that working in environments that hamper intrinsic motivations would form part of this deficiency. Various proofs of observations would suggest that many companies have still long way to go before they would be able to free their working environments of innovations brakes.

## **2- By Dirham and Dinar the innovation can be inspired and thoughts can be generated.**

**No. No. Don't push them and don't pay them. Let them rush!**

**Studies of experimental innovation state that money is not everything. Therefore, what should we focus on to motivate people to work and think in a creative way?**

In our study that is based on following the daily activities of work, we've asked people about the extent of motivation that is inspired by financial rewarding? The majority answered that they consider such issue has no important value for them. They don't think of payment every day. A few, who used to spend much time thinking about their allowances, would only devote very little time for the creative thinking. It is realized that allowances and plans of wages that are linked to performance would become sources for troubles when people believe that every action they do would have an effect on their financial compensations. In such a case, people tend to a conduct focused on avoiding taking risks. Of course people need to realize that they are getting fair financial compensations, however, our research explains that people give high regard to be in a creative-working-area where creativity is supported, highly valued, regarded and commended. People would want to be given the opportunity to go deep, to be attached to what they do, and to achieve real progress. Leaders consider achieving conformity between people and projects assigned to them that are not based on their experiences only but on their trends and concerns as well, as a vital requirement. People are more creative when they become subjectively careful of their jobs, unite and expand their own skills. If the challenge is above and over their capabilities, they would fall under distress and become victim for despair. If the challenge is too weak and so remote, they would be subject boredom. Therefore, leaders need to establish and sustain balance in that area.

## **3- Can we consider time pressure as a fuel for innovation? Not exactly.**

In our study of the daily work, we have noted that people consider themselves more innovative when they are obliged to work under the pressure of packed timetable, demanding and strict limitations of time. However, the data we have collected within the 12 days have exhibited contrary results to that concept. The workers were less creative when they were racing with clock to finish their jobs. We have noted some sort of surrendering and collapse under the pressure of time. When workers work under extreme pressure of time, their creations were deteriorating, not only in that day but in the following two days of work as well. The pressure of time hinders the creation in people because they can't be immersed into the issue. Creation requires a period of incubation and to become fully developed. People need time to give thorough thinking of the idea, and let their thoughts come together, grow and be particularized. In reality, the limited time is not the issue but the causes of distraction and diversion that deprive people of the needed time for breakthrough creation. For sure, people would become creative and the sword of time is hanging over their heads, however, that would not happen unless they are capable of focusing on their jobs; and they should be protected against distraction and realize that what they are accomplishing is important and everybody is supporting them. Unfortunately, and in many organizations, people would not justify the call for rush in business other than someone somewhere wanted this job today.



#### 4. Panic Squeezes Ideas.

It is noted in some working areas an idea, widely spreading, that panic and low spirit (distress) can motivate creativity. Some psychic publications suggest that distress is higher in the category of creative people as writers and artists. However, we have not seen that in our practical study.

In the course of searching feelings experienced by employees in a working day, covered by the research, as fear, concern, sorrow, anger, joy, or love of those subjected for the study, we had filtered the 12th material randomly and arrived at the following results:

- Creativity is positively linked with joy and love whereas it is negatively linked with anger, fear, and concern. The data showed that people were in their best happy state when they had come up with an innovative idea. Furthermore, they would be so close to come up with something brilliant if they were happier in the previous day. With regards to the positive feelings interaction, it is noted that there is a repeated good issue when people are enthusiastic to perform their jobs and absolutely believing in them. There is a larger potentiality of success in establishing linking knowledge that would embrace ideas, let them ripen, and allow them to come out in the next day as an innovative idea. Mostly, the joy of a happy day would be pave the way for creation in the very next day.

#### 5. Competition is not stronger than cooperation!

- There is a common belief – particularly within the transforming industry and high-tech projects – that internal competition elevates creativity.

- What have we found with regards to the above in our research of work journal? We have discovered that creation deteriorates and suffers when a group of people in the working places compete against each other's instead of cooperating.

- It is not that the most creative teams are the ones that have trust to share ideas and discuss them between their members. But when people compete for receiving credits for their jobs, they quit sharing information. This will be destructive because no body, in any organization, would be capable to share all the required information to place all the pieces of the puzzle in its correct arrangement.

**Remember “Achieving Great Accomplishments Requires Punctual Individuals, who are committed to punctual and well-researched ideas as well as careful and accurate execution.”**

#### The Edition's Contest, No. 1

- The word “Strategy” is a Greek's Word of a Military Origin that means:
- Location
- The Army Administration

- Management

-War.

\* The correct answers are to be sent within five-day's period effective the issue date.

\* The first three winners will receive valuable rewards.

- Answers to be sent to: [odd@alkorayef.com](mailto:odd@alkorayef.com)

#### Interview with Mr. A'la Ahmed Al-Sanwi General Manager of Information Technology:



#### 1. Briefing on the nature of work of the Admin.

The Admin of IT is a service's admin and plays a major role in the group of the companies where a great part of the advancing of establishments is linked and modern working tools exist. The IT Administration is an important tool that provides the correct information for taking the right and suitable decision in the right time. As well, it helps, directly and indirectly, to improve the skills of the employee by using the most modern programs in different fields along with training.

#### 2. Future Plans Set For Developing The IT Administration.

The IT field is known to be a huge field that includes many activities such as the particular applications set for finance, sales, procurement, warehouses, marketing, manufacturing, programs designed for the Higher Admin, computer nets, maintenance of devices, and electronic mail. Part of the future plans of this Administration is to try to make the utmost use of the applications, improve the time limit set for obtaining information, and be prepared for any future plans for any of the companies of the group...as the transferring of the companies into public companies. Furthermore, it is planned to add some particular programs and applications that are expected to improve the competitive abilities of the group in line with other local and international companies operating in the same field. Also it is taken into consideration to have full effective emergency plans in case of unexpected accidents that may – Allah Forbid – hinder the process of work along with the importance of developing the qualifications of employees working in this administration to suit the size and requirements of the company

### 3. What's new in the field of IT?

This administration has adopted what is called the "Cloud computing". The companies started going back to the first age of computers when there were huge mainframes that contain programs of many establishments at the same time. Currently, the same idea is applied in a vast usage. Now you could rent a storage area with one of the companies specialized in that field. A service – as managing this storage area by the providing company – has been added against less amount of money. This kind of service is much better than having a separate location set specially for the concerned company. The advantage of such systems is to provide backing copies in other countries or locations to ensure continuity of work without stopping. However, this practice is still facing many challenges pertinent particularly to the privacy and secrecy of the information and with regards to the infrastructure of the communication. I know, currently, there are a lot of large and pioneer companies that are reluctant to use such applications until resolving most of the problems related to the adoption of such systems.

<http://www.forbesmiddleeast.com/read.php?stroy=2674>

### 4. The major challenges facing the administration.

Challenges are many, but the most important is the high-speed in developing the software and hardware globally. Thus, what we used to do three years back becomes obsolete now as per the measurement of the information technology market. Therefore, we should always be standing by to continuously update and develop our information system. It should be understood that it is not a matter of modernization so as to keep up with a certain fashion, but in most cases you find that you are forced to cope up with the modernization rhythm otherwise the establishment will be at the risk of being isolated and cut from communicating with the outside world. You could imagine that somebody is working with Windows 3.1 version whereat no available applications or programs to support this version which was issued a few years back.

### 5. In your opinion, what are the most traits that should be found in the successful distinguished leader?

Sadly in the Arabic World, there is admixture between the manager and the leader. I believe the pointer of success of any section of an establishment is ability to attract talented persons that is acquiring the trait of leadership. Whenever you see a distinct sector within any company, you will find behind it a leader or a person who possessed many of the qualities the leader. In my view the traits of the leader are: Courage, patience, the ability to enter changes, the future vision, the ability to direct and support the team, motivation and inspiring others, bear of responsibility, experience, and giving his subordinates responsible and rationed freedom that would allow them to be creative.

### 6. How could a leader convince his co-workers to work with him in different Administrations?

I believe the verse of Quran (O ye who believe not say what you do not do is most hateful to God that you say what you do not do) of Surat Al-Saf is quite enough to answer that question.

### 7. In your opinion, what are the most attractive factors for the creativity of an employee in the company?

The major factor is the working environment along with the continuous development of the skills of the employee. The most important issue in this regard is the feelings of the employee that he is participating in taking decisions which is the role of the leader as I have explained earlier. For your information, the participation of the employee in taking decisions has a magical influence in gathering the whole team around the mission to be accomplished and adopted. Thus, the success of the said mission will approach the final mark.

### 8. After the long years you have offered in the admin work, what have you learnt in this area, and what would you like to convey to others through your own experience?

Ultimately, I believe the Admin Work is the most difficult types of work. You deal here with human qualifications which their production and capitals are invested in thinking and creation. You don't deal with machines, lands or such alike. You deal with brains and with persons who have their ambitions, personal issues and problems with the field of work. Therefore, dealing fairly and equally with the subordinates is a very important factor. As a leader you should control your personal feelings which would have a major influence in committing the group for team-work. Based on my accumulated previous experiences, I have performed hundreds of personal interviews to attract qualified personnel. The most important condition for the chosen employee is not having experience in work only – which is a requirement but I do not consider it as my first priority. I consider the ability of coping up with the team and with the company in general and whether he is capable to execute the plans of the company or not. You could bring the most experienced personnel in a certain area but, because of conduct issues, his presence with the team that may lead to catastrophes only Allah's knows the extent of its damage if they would occur.

Therefore, and based on a long experience, you could develop the performance of an employee and teach him only if he is ready for that.

It is almost impossible to correct the conduct of an employee. Thus, you shouldn't base your choice for an employee compared with others only on his the long experience. In my view, the creation of an environment and atmosphere, that would help to perform the work, is the major factor of success in business as well as taking care of the subordinates and dealing with their personal and work problems seriously along with modesty and promptitude.

### **9. An Advice for the category of young employees.**

I advice the young people is to invest the phase of youth in doing their best in their work and not to reject any type of work whatever it is. Whatever you do will be a plus to you and you will profit from that in the future. Always be pioneer, initiative, and make clear in the minds of your superiors that you are one of those who could work in any condition at any time, and by that you will encourage them to assign you with more jobs and gain from their expertise. You should not surrender when you are faced with a certain problem and allow it to become an obstacle in the course of your advancement. One of our scholars used to tell us, "If you are faced with a problem, don't stop at it and say a problem that will be solved later), and by The Will of Allah, you will find more than one solutions for it later.

### **10. At the end of this Interview, What would you like to say to your Colleagues in the Company?**

I'd like to advise myself and my colleagues to renew their wills in everything they do. You could turn all what you do - For The Sake of Allah - into rewards just by renewing the will for the good deeds. We lose too many merits for nothing while they are within the reach of our hands. We - as slaves for The Almighty Allah - are rewarded for the Good Wills and commit sins for the Bad Wills.

Prophet Mohammed - May The Prayers and Peace of Allah Be Upon Him - Has said, "Let me tell you a speech and you keep it by your heart, this world is set for four persons, for a person whom Allah Has given money and knowledge, so he fears his Lord in spending it and give part of it - charities - to his relatives and knows that there is right for Allah in it. This person is in the best ranks, and another slave of Allah is given knowledge but no money, so with his honest-will, he says if I had money, I would have done as that person - who does well - and by that he gets the same merits as that person. Another slave of Allah is given money but without knowledge. He spends that money haphazardly, without knowledge. He does not fear his Lord when spending it and he does not give part of it to his relatives. So, this person will be in the worst ranks. Another slave of Allah who is given no money and without knowledge and yet he says, "If I am given money, I'd have done as that person who is doing wrong." So, in accordance with his bad-will, he becomes as sinner as the person whom he nominated." This Hadith is narrated by Al-Tarmazi. Just imagine the quantity of merits you would just get by doing something for the sake and rewards from Allah. If you willed to fulfill that meaning - by working in the company - in order to support yourself, your dependents and to be capable of worshiping The Almighty Allah, you will be rewarded for that by Allah. As per Hadith of Prophet Mohammed - Prayers' And Peace of Allah Be Upon Him - The Muslim's Slave is rewarded by Allah for supporting his family if he willed his spending on them for the sake of Allah. And you will be getting reward as well when you do the same and will to assist - directly or indirectly - in supporting many Muslims' families that their supporters are working in the company, suppliers, customers or otherwise, and by working with seriousness and honesty. The higher the company's profits, the more of opportunities are created for more jobs and good works become plenty. Thus you will be sharing in advancing an Islamic Establishment in this disordered world. The Third Khalifa, Omer Ib Al-Khatib, used to say, "O people you willed your works for the sake of Allah. Whoever accounts his work for the sake of Allah, will be rewarded for his work and for his will."

## **Final Word**

We must stand up and hold ourselves accountable day by day. This world is not a final dwelling, but a bridge we cross to the afterlife. Ali Bin Abi Taleb - May Allah Be Pleased with him - used to say, "People are asleep whenever they die, they wake up." My dear brother you start with holding yourself accountable for dereliction and never rely on this Low-World. I pray for the Almighty Allah to have mercy on us and assemble us in his heaven, exempt us from his punishment, and have mercy on all deceased Muslims. Also, I beg him not take what I have written here against me in the Day-After.

## News on The Group:

### Golden Medal awarded to Alkhorayef Company for Petroleum in Kuwait.

Alkhorayef Company for Petroleum in Kuwait has been awarded the Golden Medal of ASSE GCC HSE Excellence Award – 2013, presented by the American Society for Safety Engineering in Kuwait which cares for health and environmental safety. Alkhorayef company, representing Alkhorayef Group, has achieved this grand reward for the outstanding work performed by its whole team in order to arrive at the 0% of accidents.



### Commendation & Appreciation Certificate for Alkhorayef:

Alkhorayef for Industries has received a Commendation and Appreciation Certificate from the Iraqi Ministry of Agriculture that is organized lately under the slogan “Let us Make Iraq a Green Oasis”.



### The General Directorate of Human Resources Sign An Accord for Developing Human Resources.

Proceeding from the growing global awareness of the importance of human resources as a strategic partner in the development of business entities, and, in order to enable Alkhorayef Group of reinforcing investment in the human capital, and the development of the human distinct cadres distinct that would be able to achieve the aspirations of all parties, an accord has been signed lately to develop the infra structure of the HR with Mercer International Company. This project includes all companies of Alkhorayef Group. Workshop Organized by the IT Department>

In order to design a clear working plan for the coming period, the IT department has organized a workshop at one of the hotels for two days.

- In the first day, the vision, message, strategic and periodic targets of the department, have been defined.
- The 2nd day has been devoted for developing the initial conception of the annual plan and for the coming five-year plan, and setting the projects targeted within the mentioned periods, and, the divisions that will be responsible of each project.

At the end of the workshop, the participants expressed their gratitude for this practice that has played a major role in clarifying the future plan, and, allowed them feel that the drawn targets are their own targets since they contributed by themselves in designing them based on their awareness of their importance and positive impact on the business development of the group of the companies.

**Our colleague, Khalid Mohammed Ghandourah, has been appointed as a General Manager of the Human Resources Dept of Alkhorayef Group. We wish him success in his new position.**



### Alkhorayef For Trading Participation in Istanbul's Boat Exhibition.

Based on the invitation of Zodiac French Company for manufacturing Rubber Boats, Alkhorayef For Trading – Marine Division – has visited Istanbul's Exhibition For Boats. Alkhorayef's delegation included the Western Region Manager of the Marine Division Mr. Mohammed Al-Qahtani, the Product Manager of Zodiac and Yamaha Boats and Mr. Mohammed Abdel Wahab Saeed. The delegation made sure to visit several factories in the Industrial Area that are specialized in building boats and manufacturing naval products which are approved by major governmental departments and in accordance with the modern techniques.





## Commendation & Appreciation Certificate Awarded To The Naval Division of Alkhorayef's Trading Company.



On the honoring ceremony of the Association of Fishermen of Aseer's Coast, the Naval Division of Alkhorayef's Trading Company, has been honored for their efforts provided towards the Cooperation Association in the region of Aseer. Mr. Ahmed Al-Fawzi, the President of The Association of Fishermen in Aseer's Coast, and, in the presence of Mr. Mohammed Hadi, the Secretary of the Assembly of the Association, has handed a certificate of Commendation & Appreciation for the Naval Division of Alkhorayef's Trading Company. The certificate has been received by Mohammed Magdel Al-Qahatani, the Western's Region Manager of the Naval Division of Alkhorayef's Co. and Mr. Mohammed Abdul Wahab Saeed, the Production Manager of Yamaha's Engine.

### Alkhorayef for Trading celebrates its Employees' Achievements.

The Human Resources Management of Alkhorayef's Trading Company has established its annual ceremony to honor a group of the distinct employees in 2012. The ceremony was attended by the General Manager of the Company, Mr. Abdullah Bin Ibrahim Alkhorayef, the HR Managers and a group of the employees. The ceremony included several entertaining paragraphs for the employees and for their dependents. At the end of the ceremony, the general manager extended his gratitude and appreciation for the outstanding performance of the distinct employees. He also urged everyone to excel and achieve the company's goals in order to reach the best results.



## Alkhorayef's Society:

Mr. Nedal Ziad Istanbole, has been appointed as a Manager of Merits and Benefits of Alkhorayef's Group. We wish him success and blessings in his new job.



Mr. Ammar Mohammed Daban, has been appointed as a Manager of spare parts in the equipment system sectors of Alkhorayef's Group. We wish him success and blessings in his new job.



Mr. Abdullah Hasan Al-Mohsen has been appointed as a Manager for Jeddah's branch of the Equipment's System. We wish him success and blessings in his new job.

Mr. Habeeb Allah joined the company lately as a supervisor of the Volvo's Workshop - Division of Equipment's System. We wish him success and blessings in his new job.



Mr. Majid Ahmed Al-Refa'e joined Alkhorayef's Group as a supervisor in the workshop of the Equipment's System - Yanbu Branch. We wish him success in his new job.



Mr. Abdurrahman Al-Ayyadi joined the company as a Marketing Assistant - Division of Equipment's System. We wish him success and blessings in his new job.



Mr. Abdul Aziz Bin Hamdan joined Alkhorayef's Company as a supervisor of recruiting in the HR Department. We wish him all the success in his new job.



Mr. Waleed Mohammed Inshassi of Alkhorayef Group has been blessed with a new child. May The Almighty Allah Keep His Blessings on him.



Mr. Mohammed Hamza of Alkhorayef Group has been blessed with a female child. May The Almighty Allah Keep His Blessings on her.

Mr. Adel Yahya Masalmi of Alkhorayef Group has been blessed with a child. May The Almighty Allah Keep His Blessings on him.



Mr. Shihab Aldeen has been blessed with a female child that he named Fatimah Shadaa. May The Almighty Allah Keep His Blessings on her.



## An Interview with an Employee:

Ahmed Sharf Aldeen – Accounting Dept of Alkhorayef Group.



### Q.1 Tell us in the beginning about your study and speciality?

A. I have studied in the faculty of Commerce of Cairo University and graduated in 2004, department of Accounting.

### Q2. Why have you chosen this speciality?

A. The Accounting Science is an interesting science that requires thinking and focusing. Despite the availability of other specialties in that faculty, I have chosen this specialty being so convinced with its importance. As well, the profession of Accounting, beside the other professions, plays an important role in the society.

### Q. 3 what has encouraged you to apply for this job and why have you chosen Alkhorayef Company?

A. I have chosen to work for Alkhorayef because it is a grand company in the Kingdom of Saudi Arabia, known for its excellent reputation, distinguished for its multi industrial and service activities that are extended across the globe. I have been so cautious to join this grand entity. After joining this company, I felt – Praise Be to Allah – that I am honored to have such a chance.

### Q. 4- What has this job of Alkhorayef's Company has added to you?

A. It has added a lot of practical and knowledgeable experiences. I am still learning and benefiting from working for this group. My work experience has been promoted due to the multi activities of the financial group. I have enrolled in courses given internally that promoted my skills and armed me with many tools in my career.

### Q. 5- How did you find the working environment of Alkhorayef Group?

A. I have come to know that it is a healthier environment for the serious work. It is blessed with brotherly-hood and cordial atmosphere between the colleagues, and as well between the managers and subordinates. These cordial relations would strengthen the ties between the employee and the job he performs.

### Q. 6- Would you tell us about the nature of your work?

A. I work as an accountant in the department of accounting of the group, and my job is summarized as follows:

1. Perform the monthly conformity of the banks dealing with the group.
2. Perform the periodical conformity of the current accounts between the group and the sister companies.

### Q. 7- What is your future vision for the development of your job?

A. I will be keen – By Will of Allah – to promote my practical abilities through the training courses executed via the department of training and development of the group which will enable me to be more qualified and effective in doing my duties.

### Q. 8- At the end of this interview, we would like you to address your colleagues in the company..

A. I advise all my colleagues to do their best in their jobs and commit themselves to the rules of the work required of us, and by that we can take the company to higher levels.

With complement of HR department

Contact us

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