



 Daimoun
د ا ع م و ن
شركة أبراج الأعمال
PROFILE
2024

www.daimoun.com



+966 560715533



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We specialize in recruiting professionals from the Philippines

More than 15 years of experience in the field of recruiting professional competencies and distinguished workers for all commercial activities (hospitals and medical centers - salons and workshops - cafes and restaurants - massage and physical therapy centers - contracting companies and institutions - commercial companies and institutions - hotels - companies and... Land transport institutions for all cities and regions of the Kingdom and the Arab Gulf countries.

متخصصون في إستقدام وتوظيف الكوادر المهنية من الفلبين

خبرة أكثر من 15 عام في مجال إستقدام الكفاءات المهنية و العمالة المميزة لجميع الأنشطة التجارية (المستشفيات و المراكز الطبية - الصالونات و المشاغل - الكافيهات و المطاعم - مراكز المساج و العلاج الطبيعي - شركات و مؤسسات المقاولات- الشركات و المؤسسات التجارية - الفنادق - شركات و مؤسسات النقل البري) لجميع مدن و مناطق المملكة و لدول الخليج العربي.





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- ✓ A recruitment company approved by the Ministry of Human Resources in the Kingdom of Saudi Arabia.
- ✓ Providing all services and consultations to human resources and entrepreneurs.
- ✓ Notarized and certified contracts from the Polo (Philippine Labor Office in Riyadh) and the Philippine Embassy in Riyadh.
- ✓ Recruiting professional Filipino workers for companies, institutions, hospitals, etc.

- ✓ شركة إستقدام معتمدة من وزارة الموارد البشرية بالفلبين
وجميع السفارات الأجنبية بالمملكة العربية السعودية
- ✓ تقديم كافة الخدمات و الاستشارات للموارد البشرية ورواد الأعمال.
- ✓ عقود موثقة و مصدقة من البولو (مكتب العمل الفلبيني بالرياض) و السفارة الفلبينية بالرياض.
- ✓ استقدام العمالة الفلبينية المهنية للشركات و المؤسسات و المستشفيات وغيرها..





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Outstanding Customer Service

The customer service team is with you until the arrival of the labor to you.



التواصل وتقديم الإستشارات لصاحب العمل

نوفر التواصل الفعال والدائم مع عملائنا عبر المكالمات،
الواتساب، الزيارات المكتبية.



Integrated digital recruitment services

Simple steps separate you from the recruitment of domestic workers that you need.



توضيح خطوات الإستقدام وإنجاز الإجراءات خلال 24 ساعة

خطوات وإجراءات سهلة للإستقدام السريع



Continuous follow-up and comprehensive development

We provide all capabilities to follow up on customers needs and facilitate their work.



عقود مصدقة من السفارة الفلسطينية ومكتب العمل

عقود مختلفة ومصدقة من مختلف الوزارات



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Our Core Services

Job orders for companies

- ✓ Writing and processing job orders
- ✓ Entering and approving the job order for Polo and the Philippine Embassy in Riyadh and Jeddah
- ✓ We serve in all cities of the Kingdom affiliated with the Philippine Embassy



Renewal of the workers contract

- ✓ Exit and re-entry visa
- ✓ A copy of the passport
- ✓ A copy of the residence
- ✓ A copy of the sponsors identity
- ✓ The national address



هدفنا مميزات التقديم لدى داعمون

الجوب أوردل للشركات و المؤسسات للعاملة المهنية الفلبينية

- ✓ كتابة وتجهيز أوردل
- ✓ إدخال وإعتماد الجوب أوردل للبولو والسفارة الفلبينية بالرياض وجدة
- ✓ نخدم في جميع مدن المملكة التابعة للسفارة الفلبينية

تجديد العقود السنوية للخادمت والمهنيين

- ✓ تأشيرة الخروج والعودة
- ✓ صورة الجواز
- ✓ صورة الإقامة
- ✓ صورة هوية الكفيل
- ✓ العنوان الوطني



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Contracts for Domestic Workers

✓ Contract Renewal

Contracts for Filipino domestic Workers to exit and return

Providing a certification contract for going and returning provide solutions and contract for the return of the maid renewing terminated contracts and facilitating procedures.

We serve all cities of the Kingdom

Our services without the presence of the worker or the employer. Achievement within one to two days, God willing. Contracts for Filipino workers to exit and return are the same as the first sponsor, as well as the transferee.



عقود للمهنيين داخل السعودية

✓ تجديد العقود

تجديد العقود السنوية للخادمات والمهنيين

تقديم عقد تصديق للذهاب والعودة تقديم الحلول والعقود الخاصة باعادة الخادمة تجديد العقود المنتهية وتسهيل الاجراءت

نخدم جميع مدن المملكة

خدماتنا بدون وجود العامل أو الصاحب. التنفيذ خلال يوم إلى يومين، إن شاء الله. العقود للعمال الفلبينيين للخروج والعودة هي نفس الكفيل الأول، وكذلك المحول.



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Workers from Philippines



Labor
عمل



Barista
باريستا



Massage Therapist
معالج تدليك



Medical Team
فريق طبي



Bartender
نادل البار



Waiter
نادل



Chef
شيف



Florist
زهّار



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Electrician & Plumber
كهربائي وسباك



Logistics
اللوجستيات



Engineer
مهندس



Heavy Truck Driver
سائق شاحنة ثقيلة



Landscape
منسق حدائق



Saloon Specialist
اخصائي تجميل ومالون



Car Maintenance
صيانة السيارة



Hairdresser
مصفف شعر



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School & University
Employment
التوظيف في المدارس
والجامعات



Conditioning and
Refrigeration
Technician
فني تكييف وتبريد



Nail care
Specialist
أخصائية العناية بالأظافر



Our Recruitment Process

- 1 Visa Fee Payment**
Pay your labor visa fee through government services at the bank
- 2 Visa Issuance**
Submit a request for the required occupation visa
- 3 Resume/CV**
Select from the resumes submitted by candidates



مهنيين من الفلبين

- 1 دفع رسوم التأشيرة**
ادفع رسوم تأشيرة العمل عبر خدمات الحكومة في البن
- 2 إصدار التأشيرة**
قدم طلب للحصول على تأشيرة الوظيفة المطلوبة
- 3 السيرة الذاتية**
اختر من السير الذاتية التي قدمها المرشحون



4 Contract Authentication

Authenticate the contract at accredited embassies of consulates



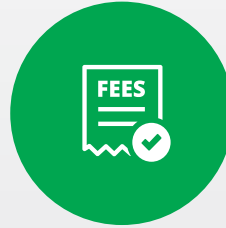
5 Completion of Procedures

Complete the remaining procedure



6 Fee Settlement

Payment and transfer of recruitment fees to the company



7 Receive Employee

Receive the employee from the Daimoun's work company



مصادقة العقد

قم بتصديق العقد في السفارات أو القنصليات المعترف بها

4

إكمال الإجراءات

أكمل الإجراءات المتبقية

5

تسوية الرسوم

دفع وتحويل رسوم التوظيف إلى الشركة

6

استقبال الموظف

استقبال الموظف من شركة عمل الابرار الأعمال.

7



Recruitment requirements

Documents required for the recruitment of domestic workers

- ✓ Issuance of a visa
- ✓ CV selection
- ✓ Copy of the national ID or residence & number linked in Absher
- ✓ Recruitment contract through Musaned and payment of fees

Visa issuance documents

Please visit the Qawa platform [from here](#)

- ✓ Login to support platform
- ✓ Check your eligibility for a visa
- ✓ Enter the required data and prove financial ability
- ✓ Acknowledgment of correct information and payment of fees

متطلبات التوظيف

المستندات المطلوبة لتوظيف العمال المنزليين

- ✓ إصدار التأشيرة
- ✓ اختيار السيرة الذاتية
- ✓ نسخة من الهوية الوطنية أو الإقامة والرقم المرتبط في أبشر
- ✓ عقد التوظيف عبر مسند ودفع الرسوم

المستندات المطلوبة لتوظيف العمال المهنية

يرجى زيارة منصة قوا [من هنا](#)

- ✓ تسجيل الدخول إلى منصة الدعم
- ✓ تحقق من أهليتك للحصول على التأشيرة
- ✓ أدخل البيانات المطلوبة وأثبت القدرة المالية
- ✓ الاعتراف بالمعلومات الصحيحة ودفع الرسوم



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Our Official Certificates

شهادتنا الرسمية

HECTOR B. CRUZ, JR.
Polo Eastern Region Operations
Philippine Embassy - Riyadh
Kingdom of Saudi Arabia

ATTN: SUPERFED MANPOWER SERVICES
8300, 400, 401, 402 & 403, GEDRECH CENTRE 104 A, M. ERMITA, MANILA

Control No. 1875-2020-1875-2020
VERIFIED
HECTOR B. CRUZ JR.
LABOR ATTACHE
P.O. BOX 1875-2020

JOB ORDER / MANPOWER REQUEST

Our company, Heavenly Beauty Salon, is authorizing SUPERFED MANPOWER SERVICES to recruit Philippine Workers for the following positions under block visa no. 1302561554 dated 06/09/1441 (C/O 04/2022)

ACTUAL POSITION	POSITION (as per VISA category)	GENDER	NO. OF WORKERS	BASIC MONTHLY SALARY IN SAR
Handover	Handover	Female	01	1875 SAR

TOTAL NUMBER OF WORKER: 01

- Basic terms and conditions of employment:
- Size of employment: Al Jubail - KSA
 - Two (2) - years contract.
 - Free accommodation is provided by the company.
 - Free Transportation is provided by the company.
 - Free food (3 meals per day) is provided by the company or Food allowance of SAR 300 per month.
 - Maximum Eight (8) working hours a day, six (6) days a week.
 - Annual leave of 21 days per year of continuous service based on Saudi Labor Law.
 - Free airline Ticket to Riyadh and Manila visa versa after completion of the contract.
 - Free medical benefits.
 - Full cost of employee's residency permit (IQAMA) shall be borne by the company.
 - Gratuity at the end of the term of duty per Saudi Labor Law.
 - Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines and the Kingdom of Saudi Arabia.

Very truly yours,
Rahma Hassan Ahmed Alshabani
Heavenly Beauty Salon

Al Jubail - Al Wahi District Tel No 0508955

Official Receipt
of the Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

No. 4734751

POST: RIYADH

Received from: SUMAGAYSAY, MISTEL CARABA

IN PAYMENT OF THE FOLLOWING SERVICES AND/OR ACCOUNTS

AMOUNT	ACTUAL LEGAL TENDER RECEIVED
LOCAL CURRENCY ()	U.S. EQUIVALENT CURRENCY (Dollars)
(1)	(2)
Verification Fees	40.0000
Others (Specify)	
TOTAL	40.0000

Conversion Rate: DATE: 6/26/2022

I CERTIFY that the above service fees and/or accounts are correct and the total amount received is (currency in words) **Forty Saudi Riyals** (figures)

Note: Always write in words and figures, the currency actually received.

Signature of Collecting Officer

Official Designation

DOLE FORM VF-02

JOB ORDER
General Manager
AL ASSAL MANPOWER INCORPORATED.
AL ASSAL MANPOWER INCORPORATED.

Dear SIRU MADAM:
Kindly arrange to recruit the following visa for us
This your agency, under our valid visa 1301060893 issued dated 1437/06/11

CATEGORY	QUANTITY	BASIC SALARY	FOOD ALLOWANCE	TOTAL
Light vehicles General Mechanic (M)	5	SR 2250	SR 300	SR 2550

Terms & Conditions:

- Two (2) years contract.
- 42 days vacation after renewal.
- Good Accommodation.
- Free Medical.
- Food Allowance SR 300
- Free Transportation.
- Free IQAMA & Exit Re-Entry Visa.
- Air tickets (round trip) Provided.

It is fully understood that neither as an employer/ principle nor the Philippine agency may offer any written or verbal terms and conditions inferior or below the job order Demand Letter approved by the Philippine Overseas Labor Office / Philippine Consulate. The same is a violation of Philippine recruitment rules and regulations and may result to our blacklisting and disqualification to participate in the Philippine overseas employment program.

Thank you very much for your prompt action.

Qayed Mobarak Saleh ALSayari
Bin Dalbah Company For trading.

1010717049 مؤسسة قطر للتجارة الدولية - قطر
Spotted Cat Trading Est
Ct: 1010717049

ATTN: BAILEY CORPORATION
8302 BEL AIR APTS 100 ROSAS BLVD ERMITA, MANILA

JOB ORDER / MANPOWER REQUEST

Our company, Spotted Cat Trading Est, is authorizing BAILEY CORPORATION to recruit Philippine Workers for the following positions under block visa no. 13027474 dated 12/09/1441 (C/O 04/2022)

ACTUAL POSITION	POSITION (as per VISA category)	GENDER	NO. OF WORKERS	BASIC MONTHLY SALARY IN SAR
LOADING AND UNLOADING WORKERS	LOADING AND UNLOADING WORKERS	Male	01	2000 SAR

TOTAL NUMBER OF WORKER: 01

Basic terms and conditions of employment:

- Size of employment: Riyadh
- Two (2) - years contract.
- Free accommodation is provided by the company.
- Free Transportation is provided by the company.
- Free food (3 meals per day) is provided by the company or Food allowance of SAR 300 per month.
- Maximum Eight (8) working hours a day, six (6) days a week.
- Annual leave of 21 days per year of continuous service based on Saudi Labor Law.
- Free airline Ticket to Riyadh and Manila visa versa after completion of the contract.
- Free medical benefits.
- Full cost of employee's residency permit (IQAMA) shall be borne by the company.
- Gratuity at the end of the term of duty per Saudi Labor Law.
- Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines and the Kingdom of Saudi Arabia.

Very truly yours,
Ali Muhammad Al Masadi
Spotted Cat Trading Est



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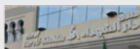


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Our Clients عملاؤنا



فندق
دار الشهداء



مصنع
ابواب الزان



مؤسسة زهرة الاثير للتجارة





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Our Affiliates نتعاون



وزارة الموارد البشرية
والتنمية الاجتماعية
المملكة العربية السعودية

إصدار تجريبي
QIWA
قي

Contact Us تواصل معنا

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info@daimoun.com



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حي الربوة، الرياض، السعودية

