

Naif AlDossary
Senior Compliance and Government
Relation Officer

Dammam, Saudi Arabia
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+966 53 046 2900

Objective

Looking for a professional company to work on all governmental systems and handling immigration related matters, and to work closely with the other departments in the company to comply with the continues updating Saudi rules.

Experience

Huta Hegerfeld | 2018 – Present
Tamimi Limited Company | 2016 – 2018
Baker Hughes | 2014 – 2016

Qatif City Municipality | 2012 – 2014
AlDossary Macaroni Factory | 2010 – 2012
Samsung | 2008 - 2010

Services of the Ministry of Interior (MUQEEM/ ABSHER)

- Renewal of residency
- Change of professions
- Transfer of services
- Update of passports
- Transfer and addition of dependents
- Visas services
- Vehicle authorization
- Operating licenses
- Security Licenses

Labor office services

- Issuance of WPS Compliance Certificate
- Issuance of Saudization Certificate
- Cancel file facility
- Modifying a facility file
- Applying for Updating License Data
- Settlements on work violations

General Organization for Social Insurance

- Add / Exclude employees
- Add a Saudi subscriber
- Add a seconded government employee
- Add a non-Saudi subscriber who has not previously registered with the insurance
- Adding a subscription period for a non-Saudi subscriber previously registered with the insurance
- Termination of a subscription
- Modify subscriber data
- Add residence number or border
- Transfer a subscriber to another branch or location
- Annual Wages Update Service for subscribers
- Raising the wages of the participants in the establishment
- Occupational hazards
- Domains Program Services
- Issuing the establishment certificate

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- Opening a Sub organization
- Facility File Wages Protection System
- Transfer service
- Transfer service of an expatriate worker between the branches of the unified number
- Parallel Localization Calculator
- Visa issuing service
- Visa Cancellation Service
- Service request for establishment balance or expansion of activity
- Management of absenteeism reports
- Submit a report absent factor
- Issuing a work permit
- Issuing a work permit for final exit

In addition to other services such as the services of the Ministry of Justice and follow-up cases and services of the Council of Health Insurance and Saber services and Zawil services and Fasah services.

Services of the Ministry of Commerce

- Renewing, amending, and issuing a commercial registration
- Trade name reservation
- Cancellation of the Commercial Register
- Transfer of ownership of the Commercial Register
- Update company data
- Establishing companies
- Establishment of joint-stock companies
- Amendment and partner decisions
- Trademark registration
- Issuing Certificate of Origin
- Commercial Agency Registration Application

Chamber of Commerce Services

- Authentication of documents
- Registration of establishments
- Re-export certificate

Foreign Ministry Services

- Applications for business or business visit directly
- Applications for extension of return visa
- Authorization to work visa
- Authentication of documents

Education

- Diploma of English Language, University of Denver, United States of America 2000 – 2002.
- Commercial Diploma from AlHassan Institute - 2000