

沙米勒公司全方位商务服务解决方案

SHAMIL Company All-round Business Service Solutions

shamil alkhidmat Company



01

服务 Service Category



全天候服务 24/7 Service

机场接机

提供全天候机场接机服务，确保客户在任何时间抵达都能得到及时、舒适的接待。专属司机与高端车辆配置，让客户的旅程从第一天开始就充满尊贵体验。We offer round-the-clock airport pick-up services, ensuring that customers can receive prompt and comfortable reception whenever they arrive. With dedicated drivers and high-end vehicles, we enable our customers to embark on a journey filled with a luxurious experience right from the very first day.



住宿安排

自有特色民宿及与当地知名酒店合作，为客户提供舒适安全的住宿环境。无论商务出差还是休闲旅游，都能享受到高品质的住宿服务，确保客户的休息质量。We own characteristic homestays and cooperate with local renowned hotels to provide customers with comfortable and safe accommodation environments. Whether it's for business trips or leisure travel, customers can enjoy high-quality accommodation services, ensuring the quality of their rest.



会议翻译服务

拥有专业的英语和阿拉伯语口译及笔译团队，为客户提供精准高效的语言沟通解决方案。无论是商务会议还是国际交流，都能确保信息的准确传达，助力客户成功。We have a professional team of interpreters and translators proficient in English and Arabic, providing customers with precise and efficient language communication solutions. Whether it's for business meetings or international exchanges, we can ensure the accurate conveyance of information and contribute to the success of our customers.



英文阿拉伯文口译 English-Arabic interpretation

专业翻译团队



我们拥有一支由经验丰富的英文和阿拉伯文口译团队，他们精通两种语言的细微差别，能够确保沟通无障碍，信息准确传达。。

We possess a team of highly experienced interpreters in English and Arabic. They are well-versed in the nuances of both languages, enabling seamless communication and the accurate transmission of information.

实时翻译服务



提供即时口译服务，无论商务会议、谈判还是日常交流，我们口译人员都能迅速准确地进行语言转换，帮助客户跨越语言障碍。

We provide instant interpretation services. Whether it's a business meeting, negotiation or daily communication, our interpreters can quickly and accurately conduct language conversion to help clients overcome language barriers.

定制化翻译方案



根据不同客户需求，我们提供个性化的口译服务方案，包括预先准备的专业术语库、现场技术支持等，以确保每一次口译都达到最佳成效。

According to the different needs of clients, we provide personalized interpretation service plans, including pre-prepared professional terminology databases, on-site technical support, etc., to ensure that every interpretation achieves the best results.

笔译团队

专业笔译团队

我们拥有一支由经验丰富的专业人士组成的笔译团队，精通中英阿语言，能够提供高质量的翻译服务，确保文档准确无误。

We have a team of experienced professionals proficient in Chinese, English, and Arabic. They are able to provide high-quality translation services to ensure the accuracy of documents.

多领域翻译能力

我的笔译团队擅长多个领域的翻译工作，无论是法律文书、技术手册还是市场营销材料，都能提供精准的翻译服务。

My translation team is proficient in translation work across multiple fields. Whether it's legal documents, technical manuals, or marketing materials, we can provide accurate translation services.

定制化翻译解决方案

根据客户的具体需求，我们的笔译团队能够提供定制化的翻译解决方案，确保翻译内容复核行业标准又满足客户期望。

According to the specific requirements of clients, our translation team is capable of providing customized translation solutions, ensuring that the translated content not only meets industry standards but also satisfies clients' expectations.

02

工厂运营 Factory operation



工厂运营 Factory operation

简化工厂落地流程

我们提供一站式工厂落地服务，从工商注册到工厂选址，全程高效处理，确保客户快速进入市场运营。

Simplify the Factory Launch Process

We offer one-stop factory launch services. From business registration to factory site selection, every step is handled with high efficiency, ensuring that our clients can quickly enter the market and start operations.

选址策略与法律文件

协助客户在目标市场进行最佳选址，同时处理必要的法律文件和手续，包场企业合规性及顺利启动。

Site Selection Strategy and Legal Documents

Assist clients in selecting the optimal location in the target market. Meanwhile, handle the necessary legal documents and procedures to ensure the compliance and smooth launch of the enterprise.

后期政府系统跟踪

专人负责与当地政府部门沟通协调，持续跟进项目进展，确保企业在运营过程中符合当地法规要求。

Follow-up by the government system in the later stage

Assign dedicated personnel to communicate and coordinate with local government departments, continuously follow up on the progress of the project, and ensure that the enterprise complies with local regulatory requirements during the operation process.

选址服务 Site selection service

协助选址

01

Assist in site selection

通过专业的市场调研，为客户选取最优的选址建议，确保所选位置符合业务需求及目标市场的接近性。

Through professional market research, we provide clients with the best site selection suggestions, ensuring that the chosen locations meet business requirements and are close to the target market.

法律合规审查

02

Legal compliance review

对选定地点进行合规性审查，包括土地使用权、建筑规范遵守情况等，确保选址过程符合当地法律法规要求。

Conduct a compliance review of the selected location, including aspects such as land use rights and compliance with building codes, to ensure that the site selection process meets the requirements of local laws and regulations.

成本效益评估

Cost-benefit assessment

03

结合客户预算和预期收益，进行详细效益分析，帮助客户在多个潜在地点中做出经济上最合理的选择。

Conduct a detailed benefit analysis by combining the client's budget and expected returns, helping the client make the most economically rational choice among multiple potential locations.

法律文件办理 Handling of legal documents

工厂落地流程 The process of factory establishment

协助客户完成工厂落地，提交注册申请文件，领取营业许可等步骤，确保整个过程高效流畅。

Assist clients in completing the establishment of the factory, submit registration application documents, obtain business licenses and other steps, ensuring the entire process is efficient and smooth.

选址与法律合规

Site selection and legal compliance

根据客户需求和业务性质，提供专业合理建议，并确保符合当地法律法规要求，避免未来运营中的法律风险。

Based on the client's needs and the nature of the business, provide professional and reasonable suggestions, and ensure compliance with local laws and regulations to avoid legal risks in future operations.

法律文件准备与审查

Preparation and review of legal documents

为客户提供全面的法律文件准备工作，包括但不限于合同、协议等，同时进行严格的法律审查，保障客户权益不受侵害。

Provide clients with comprehensive legal document preparation services, including but not limited to contracts, agreements, etc. Meanwhile, conduct strict legal reviews to ensure that clients' rights and interests are not infringed upon.

03

后期政府系统跟踪服务
Follow-up service for
government systems in
the later stage



法律文件办理 Handle legal documents

工厂落地流程 The process of factory setup/implementation

协助客户完成工厂落地，提交注册申请文件，领取营业许可等步骤，确保整个过程高效流畅。

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Offer clients comprehensive legal document preparation services, encompassing but not limited to contracts, agreements, and the like. Meanwhile, carry out rigorous legal reviews to safeguard clients' rights and interests from infringement.

专人对接政府部门

Designate a dedicated person to communicate with government departments.

政府协调团队 Government Coordination Team

我们组建了一支由经验丰富的专业人士组成的团队，专门负责与政府部门沟通和协调，确保所有项目需求得到及时响应和处理。

We have formed a team composed of experienced professionals, who are specifically responsible for communicating and coordinating with government departments to ensure that all project requirements are promptly responded to and addressed.

定制化政府关系策略 Customized government relations strategy

根据每个项目的特定需求，我们设计并实施定制化的政府关系管理策略，以促进项目审批流程的加速，同时确保合规性。

Based on the specific requirements of each project, we design and implement customized government relations management strategies to accelerate the project approval process and ensure compliance at the same time.

持续的项目监控和反馈 Continuous project monitoring and feedback

我们提供持续的项目监控服务，定期向客户报告项目进展，并根据政府反馈调整策略，确保项目能够顺利推进并最终取得成功。

We provide continuous project monitoring services, regularly report the project progress to clients, and adjust strategies according to government feedback to ensure that the project can proceed smoothly and achieve success ultimately.

04

财务报税服务

Financial tax filing service



全方位税务解决方案 Comprehensive tax solutions

01

税务规划与优化

Tax planning and optimization

提供专业的税务规划服务，帮助企业合理避税，通过合法途径减少税负，增强企业财务健康度。

Provide professional tax planning services to assist enterprises in rational tax avoidance. Reduce tax burdens through legal means and enhance the financial health of enterprises.

02

税务合规性审查

Tax compliance review

对企业税务申报进行全面审查，确保所有税务活动符合当地法律法规要求，避免因违规操作带来的风险。

Conduct a comprehensive review of the enterprise's tax filings to ensure that all tax activities comply with local laws and regulations, and avoid risks arising from non-compliant operations.

03

税务协调

Tax coordination

协助企业优化税务结构，降低运营成本。

Assist enterprises in optimizing their tax structure to reduce operating costs.

05

国际贸易

International trade



当地采买 Local procurement

01

本地供应链整合

Local supply chain
integration

通过深入分析与精心策划，我们成功将本地供应链资源进行有效整合，确保了产品品质的同时，也实现了成本的优化控制。

Through in-depth analysis and meticulous planning, we have successfully and effectively integrated local supply chain resources. This not only ensures product quality but also enables optimized cost control.

02

定制化采买解决方案

Customized
procurement solutions

我们根据客户的具体需求和市场变化，提供个性化的采买方案，旨在帮助客户在激烈的市场竞争中保持优势。

We provide personalized procurement plans based on the specific needs of customers and market changes, aiming to help customers maintain an edge in the fierce market competition.

03

政府采买指标达成

Achievement of government
procurement targets

凭借对当地市场的深入了解和丰富的行业经验，我们已成功协助多家企业满足政府的采买要求，促进了企业的合规发展。

With our in-depth understanding of the local market and extensive industry experience, we have successfully assisted many enterprises in meeting the government's procurement requirements and promoted the compliant development of these enterprises.

国际贸易

海陆空物流覆盖

01 Sea, land and air logistics coverage

提供全面的跨境运输服务，涵盖海运、陆运和空运，确保货物安全高效地到达目的地。

Provide comprehensive cross-border transportation services, covering sea, land, and air transportation, to ensure that goods reach their destinations safely and efficiently.

成功案例分享

03 Sharing of Successful Cases

已协助数十家企业达成政府采购认证，通过实际案例展示我们的专业能力和服务质量。

We have assisted dozens of enterprises in achieving government procurement certification. Through real cases, we demonstrate our professional capabilities and service quality.

定制化解决方案

02 Customized solutions

根据客户需求设计定制化的采买本地化方案，帮助公司满足政府采购认证要求，提升市场竞争力。

Design customized local procurement plans according to customer requirements, assist companies in meeting government procurement certification requirements, and enhance their market competitiveness.

06

人力资源

Human resources



沙籍非沙籍员工 Saudi and non-Saudi employees

01

沙籍员工招聘 Recruitment of Saudi employees

提供沙特本地员工的招聘服务，涵盖从技术工人到高级管理岗位，确保企业能够快速融入当地市场，同时满足政府对本土化就业的要求。We provide recruitment services for local Saudi employees, covering positions ranging from skilled workers to senior management. This ensures that enterprises can quickly integrate into the local market and, at the same time, meet the government's requirements for local employment.

02

非沙籍员工引进 Introduction of non-Saudi employees

为满足企业多样化的人才需求，提供非沙籍员工的引进服务，包括工作签证的快速办理和合法合规上岗，帮助企业构建多元化团队。

To meet the diverse talent needs of enterprises, we offer services for the introduction of non-Saudi employees. This includes the rapid processing of work visas and ensuring their legal and compliant employment, assisting enterprises in building a diverse team.

03

定制化用工解决方案 Customized employment solutions

根据企业的具体需求，提供定制化的员工管理解决方案，包括薪资管理、绩效考核及培训服务，助力企业高效运营和管理人力资源。

According to the specific needs of enterprises, we provide customized employee management solutions, including salary management, performance appraisal, and training services, to assist enterprises in the efficient operation and management of human resources.

签证服务 Visa service

01

快速办理工作签证 rapid processing of work visas

提供高效的工作签证申请服务，确保外籍员工能够迅速合法地在沙特开始工作，缩短等待时间，加快项目启动速度。

Provide an efficient work visa application service to ensure that foreign employees can start working legally in Saudi Arabia promptly. This helps to shorten the waiting time and accelerate the project start-up speed.

02

确保员工合法合规上岗 Ensure that employees start working in a legal and compliant manner

通过专业的签证服务团队，为公司提供全面的合规性检查和指导，保证所有员工符合当地法律法规要求，避免法律风险。

Through a professional visa service team, we provide comprehensive compliance checks and guidance for companies to ensure that all employees meet local laws and regulations requirements and avoid legal risks.

03

简化签证流程 Simplify the visa process

采用先进的技术和系统化管理，简化签证申请流程，减少不必要的文书工作，提高签证审批效率，让企业更加专注于核心业务。

Adopt advanced technologies and systematic management to simplify the visa application process, reduce unnecessary paperwork, improve the visa approval efficiency, and enable enterprises to focus more on their core businesses.

用工大包 Full-package employment service



薪资管理

Salary management

提供全面的薪资管理服务，确保员工薪酬的准确无误发放，同时符合当地的法律法规要求，帮助企业优化人力资源成本。

We offer comprehensive salary management services. This ensures the accurate payment of employees' salaries while complying with local laws and regulations, helping enterprises optimize their human resources costs.



绩效考核

Performance appraisal

实施科学的绩效考核体系，通过定期评估员工的工作表现和贡献，激励员工提升工作效率，促进企业整体业绩的提升。

Implement a scientific performance appraisal system. By regularly evaluating employees' work performance and contributions, motivate employees to improve work efficiency and promote the overall performance improvement of the enterprise.



培训服务

Training services

定制化的员工培训计划，涵盖技能提升、职业发展等多个方面，旨在提高员工的专业能力和团队协作精神，增强企业的核心竞争力。A customized employee training plan covering various aspects such as skill enhancement and career development. It aims to improve employees' professional capabilities and teamwork spirit, thereby strengthening the enterprise's core competitiveness.

07

承建或分包各类地面工程项目
Undertake or subcontract
various ground
engineering projects

08

餐饮服务

Catering service



中西餐服务及厨师 Chinese and Western cuisine services and chefs

01

中西餐服务介绍

Introduction to Chinese and Western Cuisine Services

我们提供多样化的餐饮服务，包括中式和西式菜肴，满足不同客户的口味需求。无论是商务宴请还是私人聚会，我们都能提供专业的餐饮解决方案。We offer a diverse range of catering services, including Chinese and Western dishes, to meet the taste preferences of different customers. Whether it's a business banquet or a private party, we can provide professional catering solutions.

02

专业厨师团队 A professional team of chefs

我们拥有一支经验丰富的厨师团队，擅长制作各种中西美食。他们不仅技艺精湛，而且对食材的选择和搭配有着独到的见解，确保每一道菜品都能达到最佳口感。We have an experienced team of chefs who are proficient in preparing a wide variety of Chinese and Western delicacies. Not only are they highly skilled, but they also possess unique insights into the selection and combination of ingredients, ensuring that every dish achieves the optimal taste.

03

定制化餐饮体验 A customized dining experience

根据客户的具体需求，我们可以提供定制化的餐饮服务。从菜单设计到食材采购，再到现场烹饪和服务，我们都将全力以赴，为客户打造独一无二的用餐体验。According to the specific needs of customers, we can provide customized catering services. From menu design to ingredient procurement, and then to on-site cooking and service, we will go all out to create a unique dining experience for our customers.

09

房地产

Real estate



办公住宿租赁 Office and accommodation rental

01

办公空间租赁 Office space rental

提供灵活的办公空间租赁服务，无论是短期项目还是长期需求，都能满足不同企业的空间需求，助力企业高效运营。

We offer flexible office space rental services. Whether it's for short - term projects or long - term needs, we can meet the diverse space requirements of different enterprises and facilitate their efficient operation.

02

住宿解决方案 Accommodation solutions

为员工或客户提供舒适的住宿选择，包括长期和短期租赁选项，确保每位入住者都能感受到家的温馨与便利。

We provide comfortable accommodation options for employees or customers, including both long - term and short - term rental choices. We ensure that every occupant can experience the warmth and convenience of home.

03

仓库与土地租赁 Warehouse and land rental

针对需要额外存储空间的企业，提供仓库及土地租赁服务，帮助企业解决物流和存储问题，优化资源配置。

For enterprises in need of additional storage space, we offer warehouse and land rental services. This helps businesses solve logistics and storage problems and optimize resource allocation.



仓库土地租赁 Warehouse and land leasing



仓库租赁服务 Warehouse rental service

我们提供灵活的仓库租赁解决方案，无论是短期还是长期需求，都能满足您的存储空间要求，确保您的物资安全、有序。We offer flexible warehouse rental solutions. Whether you have short - term or long - term needs, we can meet your storage space requirements and ensure the safety and orderliness of your goods.

土地租赁选项 Land rental options

针对需要大面积用地的企业，我们提供多样化的土地租赁服务，包括工业用地和商业用地，支持企业扩展和项目开发。For enterprises in need of large - scale land, we offer a diverse range of land rental services, including industrial land and commercial land, to support enterprise expansion and project development.

定制租赁方案 Customized rental solutions

我们理解每个企业的需求都是独特的，因此提供定制化的租赁方案，从位置选择到合同条款，全方位满足您的特定需求。

We understand that the needs of each enterprise are unique. Therefore, we provide customized rental solutions to fully meet your specific requirements, covering everything from location selection to contract terms.

10

代理
Agency





各种设备产品代理 Agency of various equipment and products

活动板房代理

Agent for prefabricated houses

提供多种规格的活动板房，适用于临时办公、住宿或仓储需求，快速搭建，灵活移动，满足不同场景下的紧急空间需求。

We offer prefabricated houses in a variety of specifications. They are suitable for temporary office, accommodation or warehousing needs. These houses can be quickly assembled and flexibly relocated, meeting the urgent space requirements in different scenarios.

铝合金门窗代理

Agent for aluminum alloy doors and windows

专业代理高品质铝合金门窗，结合现代设计与耐用材料，为建筑项目提供美观与实用并重的门窗解决方案，增强建筑的节能效果和安全性。

Professionally represent high-quality aluminum alloy doors and windows, combine modern design with durable materials, provide building projects with door and window solutions that balance aesthetics and practicality, and enhance the energy-saving effect and safety of the building.

智能设备代理

Agent for smart devices

引入最新智能设备技术，包括智能家居系统、自动化办公设备等，旨在通过高科技产品提升生活与工作效率，实现智能化管理与操作。

We introduce the latest smart device technologies, including smart home systems, automated office equipment, etc. Our aim is to enhance the efficiency of life and work through high-tech products and achieve intelligent management and operation.

11

合作单位

Clients list



سابك
sabik

AVAYA



12

联系方式

Contact information





0563336215



marketing.hamco@gmail.com