



Operational Support Services

A Comprehensive Solution for Streamlining Your Business Operations





About Us

We're on a mission to take the back office operations off your shoulder

Based in Riyadh Saudi Arabia, Ebda is fully committed to support companies by managing business operations, in order to allow them to be more focused on their business core. Being part of Raz Holding Group since 2005, we have been empowering entrepreneurs and helping them to transform their passion into value-adding companies that drive the Saudi economy forward, in line with Saudi Vision 2030.

We invest our experience to work hand in hand with companies, offering them access to an integrated network of essential services and full-fledged back-office support to help them grow. Ebda will help organizations, startups, individuals to reach their full potentials, by eliminating repetitive tasks, aiming to help companies become more leveraged & process driven.





Why Choosing Ebda?

Operating efficiency

Streamline your operations and maximize productivity with our tailored solutions. From process optimization to resource allocation, we help you achieve peak efficiency, driving profitability and sustainable growth.



Vast Experience

Our team of dedicated professionals, with consulting and practical experience over than 17 years, by providing shared services to SME's in +12 fields.



Citywide Coverage

With a spread team across the Kingdom, as well as having specialized support offices in the region.



High Quality

We deliver quality services and to help individuals and entrepreneurs focus on the core of their businesses.



Cost-Cutting Excellence

We specialize in helping you reduce costs while increasing efficiency and productivity.



Business Know-How

With years of hands-on experience and a keen understanding of market dynamics, we offer strategic guidance and innovative solutions tailored to your unique needs.



Our Services

Bookkeeping

Streamline your financial management processes, and ensure accuracy, compliance, and informed decision-making through bookkeeping, tax preparation, advisory services and more.



Translation

Translate content to provide advanced proofreading and localization check to ensure that the translation is accurate.



IT Operations

Manage and maintain your organization's technology infrastructure to ensure efficiency, reliability, and security.



HR Operations

Empower your business with our comprehensive HR operations. From recruitment to performance management, we handle all aspects of workforce management, ensuring compliance and fostering employee success.

Government Relations

We have a specialized team of GR and support services professionals to complete the transactions of various government departments.



Connecting with an External Auditor

Expert in SME's to conduct accounting records inspection, fairness assessment of financial statements, and issue audited financial statements, through our trusted partners.



Legal Compliance

Establishing companies on legal foundations, drafting/reviewing contracts, agreements, after agreement add any other operational documents, authority metrics, establishing corporate governance systems and conduct legal risk analysis.



HR Operations

Onboarding Process

Prepare offers and contracts - Request require documents from new joiners - Add & Authenticate contracts in mudad/ GOSI / Qiwa - Register employee under company Insurance - Upload employee file on the system - Employee self-services portal setup - Export visa issuance/ work permit.

Employee Records

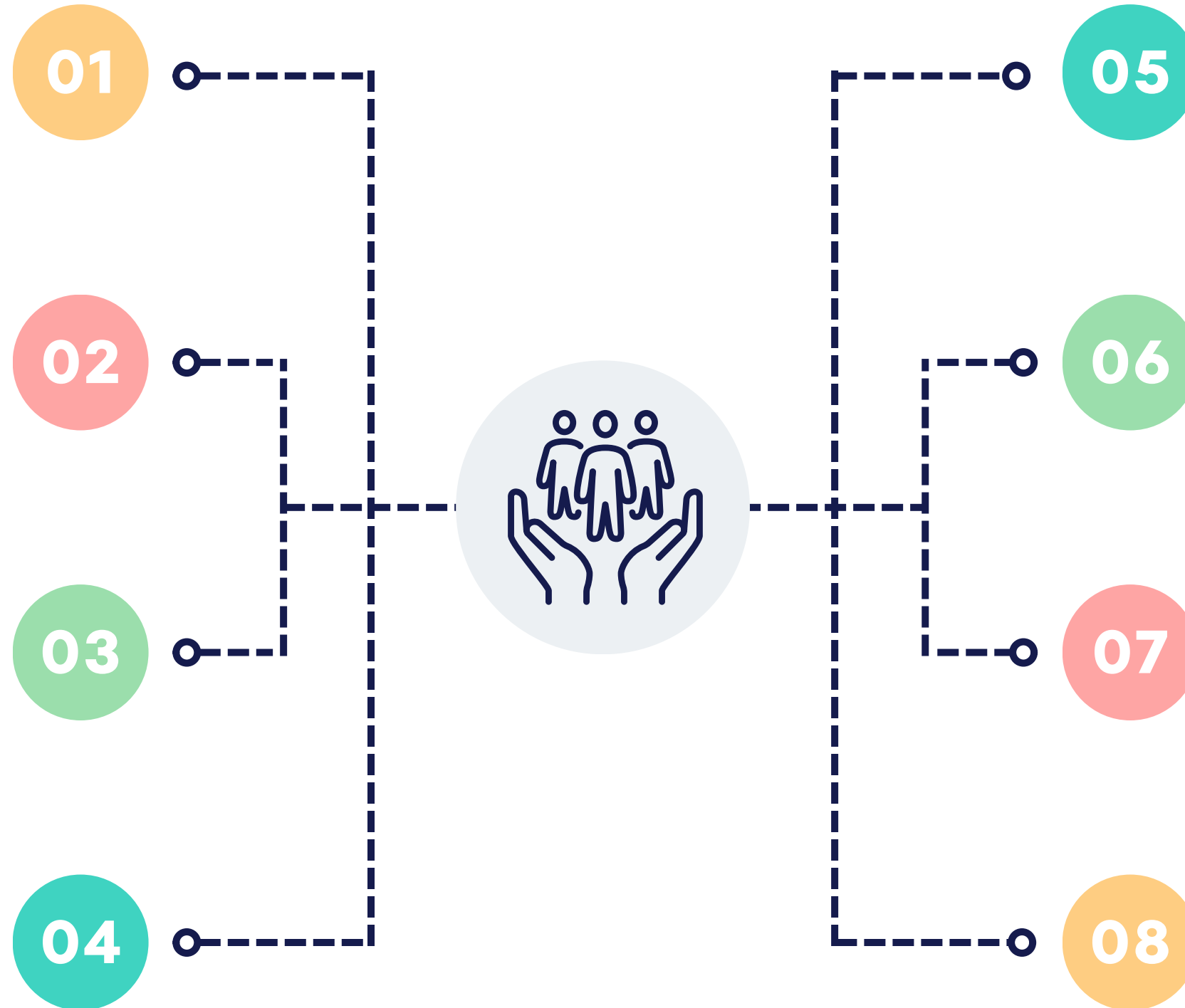
Maintain comprehensive employee personnel records in system - Maintain staff & dependents records on the system.

Attendance

Attendance reporting based on data provided by the concern contact - Working time and overtime definition.

Leave Management

Manage different types of staff leaves and; vacations - Process leave days and; annual vacations - Maintain records of staff absence - Maintain leave balances & reminders for employee.



Payroll & Benefits

Process staff entitlements (i.e. Company loans, overtime, salary advance as per company policy) - Maintaining and processing staff-related transactions - Loans management (staff in the internal system) - WPS compliance check.

HR Legal Management

Disciplinary and grievance procedures, employees' violation and warnings, contracts, terminations ,information confidentiality, legal consultation HR Processing iqama transfer requests, exit-entry visa and; final exit requests.

Employee Gov. Relations

Maintain ministry of labor (QIWA) portal access, muqem , mudad portal, GOSI, chamber of commerce portal access - Processing iqama issuance and Renewal of work permit - 'Hadaf' platform, manage 'Madad' platform, business trips management.

Off-boarding Process

Check to comply with notice period written in employment contract - Prepare end of service benefits (EOS) calculation - Issue employment certificate - Remove from the governmental portals - Remove from medical insurance.

Bookkeeping



CHART OF ACCOUNTS COA

Build a chart of accounts that fit the company's size and type of business. COA: is a financial organizational tool that provides a comprehensive listing per category of every account in the general ledger of a company. Assets, liabilities, Revenue, & expenses are the main groups to build the COA structure. A proper COA is an essential requisite to initiate the bookkeeping. | Output: COA



BOOKKEEPING

Bookkeeping is an imperative step for any company to maintain organized records, which in turn will be used as an input for financial reporting, supporting tax requirements, supporting business short and long decisions; sales invoices, purchases, payroll, PPE, payments, in compliance with government regulations and accounting practices. reconciliation of general ledger accounts| Output: Trial balance



MONTHLY STATEMENTS OF ACCOUNTS SOA

A SOA for all general ledger (GL) accounts represents a detailed lists of all transactions occurred in a defined period, for example, an account receivable SOA will include all the invoices issued, all the payments received, Credit notes and finally shows the ending balance. Knowing the balance is a critical tool to track, follow up, and claim the payment. Have the SOA in due time for GL accounts, key accounts will provide the company with a tool to manage its liquidity. Output: valuable guidance and indicators to management, to take the needed operational actions, amendments.



VALUE-ADDED TAX (VAT)-QUARTERLY: WITHHOLDING TAX

For all companies that are registered and is operating under the canopy of the VAT, We submit the tax return to Zakat, Tax and Customs Authority (ZATCA) after verification, compliance and the approval of the authorized personnel.



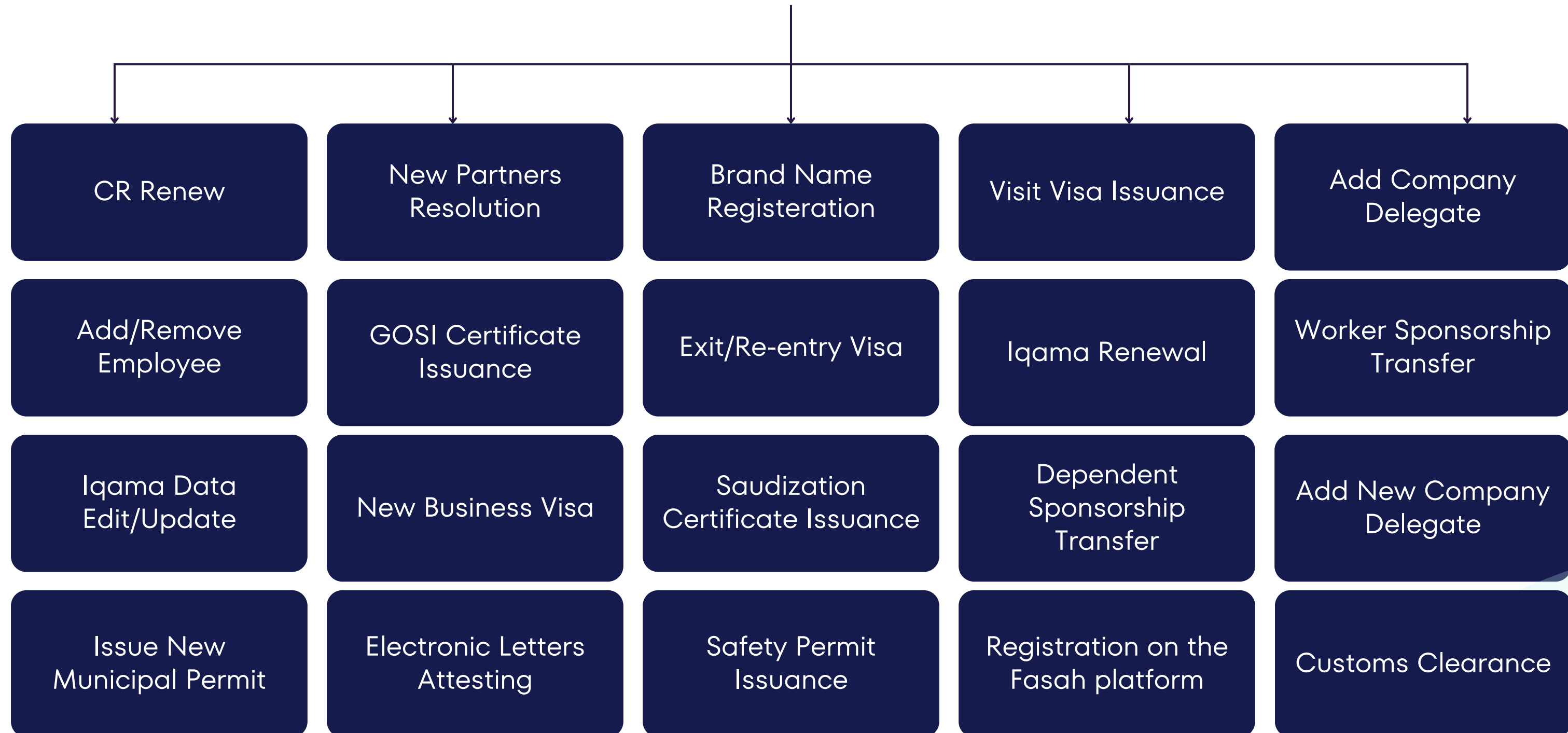
UNAUDITED PL (PROFIT & LOSS) BSH (BALANCE SHEET) QUARTERLY

The income statement and balance sheet are summary of previous financial date, which are important to enable business to assess their performance, and ability to general profit and take informative decisions accordingly. We provide these statements on a quarterly basis, or monthly basis.



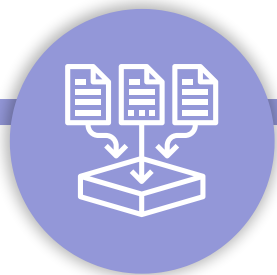
Government Relations

Gain exclusive access to our Government Relations platform, enabling you to choose the service that best suits your needs. We also assist you in maintaining up-to-date records of the following:





IT Operations



Database Management

Data Backup:

- Perform regular backups of critical data, including emails, documents, and other essential software.
- Ensure the integrity and availability of backups, with periodic testing and verification.

Cloud Backup:

- Monitor and verify that cloud backup solutions are functioning correctly and meeting the organization's requirements.



Security

Antivirus Management:

- Assist clients in selecting the most suitable antivirus software for their technology environment.
- Ensure antivirus software is regularly updated and properly configured to provide maximum protection.



System Management

Hardware and Software Installation:

- Install and configure computer hardware to meet organizational needs.
- Install and configure essential software applications.

Diagnostics and Repairs:

- Diagnose and repair issues related to operating systems and applications.

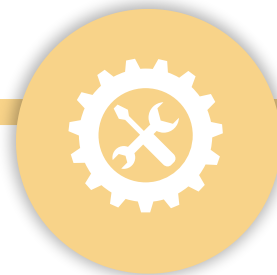


Network Management

System Connectivity and Health:

Monitor and ensure the health and functionality of various systems, including:

- CCTV/IP cameras
- Attendance systems
- Local and Wi-Fi networks
- Printers
- Projectors and TVs
- Door access systems
- Email and Website Management



Domain & Email Setup

Essential Configuration:

- Set up domain names as needed for organizational operations.
- Configure email accounts on laptops and mobile devices.

Website Content Management:

- Manage and update website content to ensure it is current and relevant.

Legal Compliance



Conduct a report in the beginning of contracting that defines improvement opportunities in companies' legal structure after studying the company compliance following:



Obtaining a national address for the company's headquarters.



The trade name must be appropriate within permitted names.



Applying to the Ministry of Commerce to establish the company, then issuing the commercial register.



Activate the Chamber of Commerce subscription and add the signature of the commissioner.



The presence of a company headquarters.



Obtaining a municipal license.



Open a file with Social Insurance and add a services commissioner



Open a file with Labor Office and add a services commissioner.



Open a file with the Zakat and Tax Authority



Subscribe to the Muqem service.



Ensure the company is committing to the protecting wages & Saudization rate.

Connecting with External Auditor



Thorough Inspection of Accounting Records

Inspection of accounting records to ensure compliance with relevant accounting standards, specifically adhering to IFRS (International Financial Reporting Standards) as required by the kingdom.

Issuance of Audited Financial Statements

Receive accurate and reliable documentation that reflects your financial standing in accordance with regulatory requirements.

Fairness Assessment of Financial Statements

Expert assessments on the fairness of financial statement presentations. These evaluations are thorough and informed, providing you with a clear understanding of your compliance with applicable standards.



Translation

01



TRANSLATION

Translate & proofread content to ensure grammatical accuracy and cohesive sentence structure.

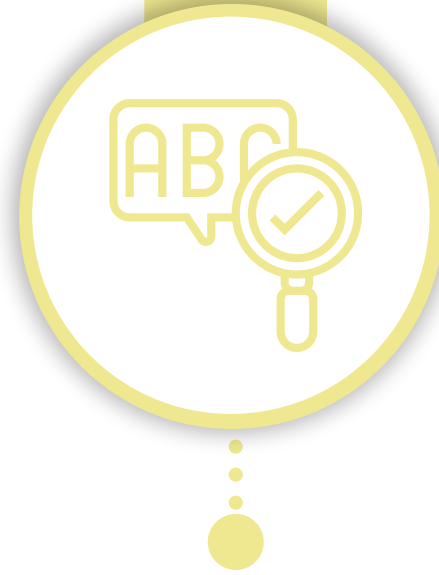
02



LOCALIZATION CHECK

Provide advanced proofreading and localization check to ensure that the translation is not only accurate but also culturally and contextually relevant. This service is best for external documents and any content that will be publicly available or represents the client's brand.

03



GRAMMER CHECK

Correcting grammatical, punctuation, and spelling errors, ensuring the text is free from glaring mistakes.

04



EDITORIAL REVIEW

Perform editorial review (restructuring/rewriting), Grammar/spelling proofreading, Localization review.

05



EXPERTISE

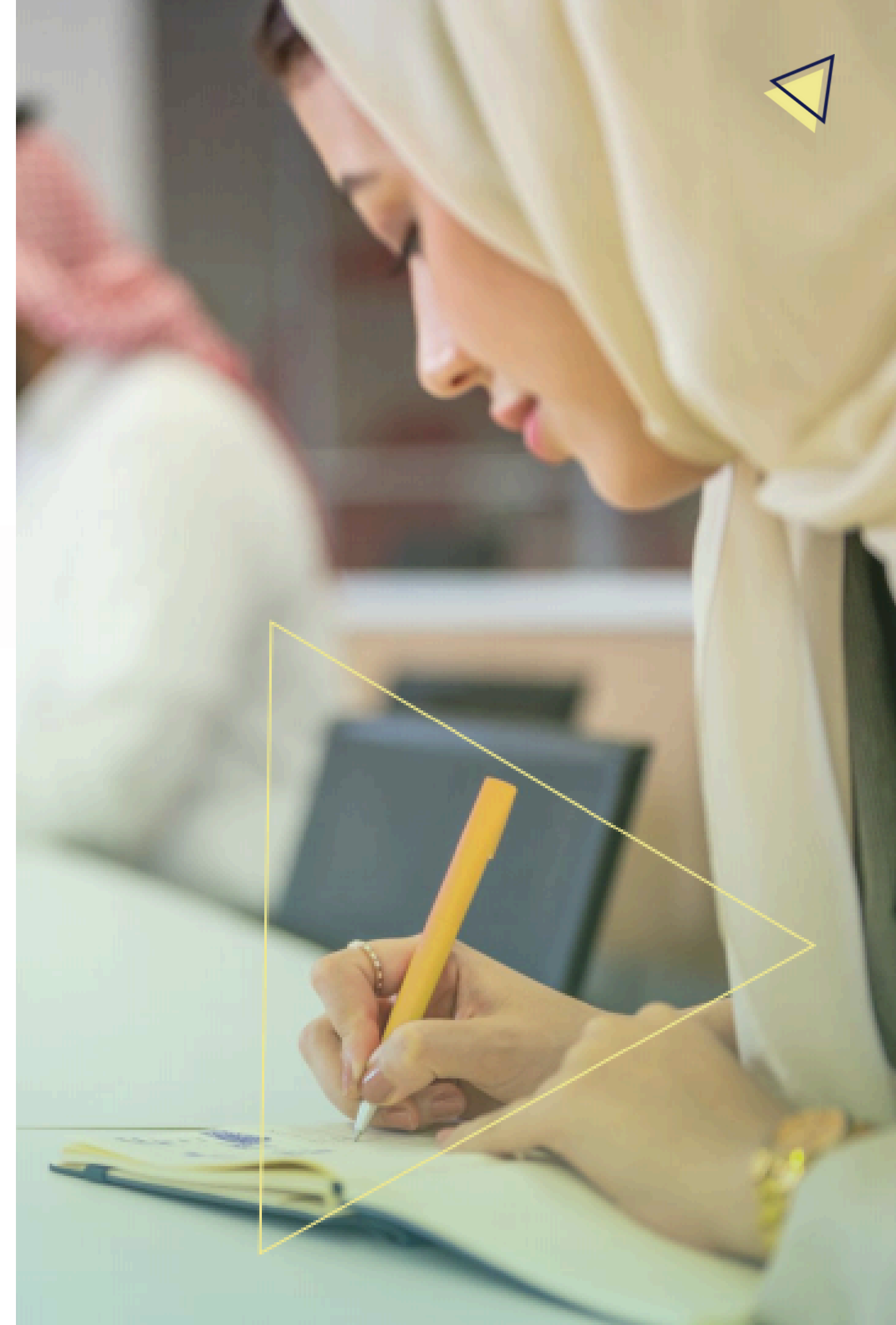
Conduct Expert review, Editorial review (restructuring/rewriting), Grammar/spelling proofreading, Localization/context review.

Quality Assurance

At Ebda we provide upscale and high-standards of quality. Self-evaluation is for us not an empty concept. We are very critical about ourselves and we systematically focus on continuous improvement to better serve our clients.

Technology

Ebda is relying on providing its services through user-friendly platforms including a website and an application. The goal of both platforms is to produce a user interface that makes it self-explanatory, competent, and time-efficient for processing requests, in order to have a hassle-free experience by the user's end.





Future Plans

MARKET EXPANSION

In order to capture a larger market share and continue scaling the company exponentially, we are planning on rolling out valuable services based on a deeper understanding for market need.

BEYOND BORDERS

We are venturing into new markets and our expansion strategy aims to diversify our offerings and reach untapped opportunities globally. Our commitment to innovation drives us as we embark on this journey.



SMEs Empowerment

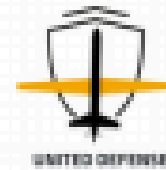
Our focus on providing SMEs with the necessary full back office support to kick-off their businesses through the launch of our current services is just the first step in our long-term roadmap.

SMEs synergy

Ebda in cooperation with its own network of clients/ partners working in the SME field, are planning to add a unique set of services to help grow the ecosystem of the SMEs field inline with 2030 vision.

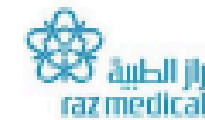


Our Portfolio





Our Portfolio



Our Portfolio





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