



مجموعة سقيا الخليج للمقاولات العامة  
SEGIA GULF GEN CONTRACTING GROUP  
C.R. 2050024558

س.ت. ٢٤٥٥٨ ٢٠٥٠٠

Date:- MAY-16 -2013

To: AL-HAJRI ENTERPRISES

LIC.NO.MPD/2254/LHR

SUBJECT:DEMAND LETTER/JOB ORDER

Is pleased to offer an opportunity to work as Administrative clerk/office secretary with the following terms and conditions.

S.NO	CATEGORY	REQ.NO.	BASIC SALARY (SAR)	FOOD ALLOWANCE+FIX OVER TIME + FRIDAY	TOTAL MONTHLY SALARY
1.	ADMINISTRATIVE CLERK/ OFFICE SECRETARY	20	800 SAR.	200+400+400	1800 SAR.
		TOTAL = 20			

THE COMPANY HAS AGREED ON THE FOLLOWING TERMS AND CONDITIONS:

1. ACCOMDATION :PROVIDED
2. FOOD :PROVIDED
3. PERIOD OF EMPLOYEMENT :2 YEARS
4. WORKING HOURS :8 (EIGHT HOURS)
5. TRANSPORTATION :PROVIDED
6. MEDICAL BENEFITS :AS PER K.S.A.LABOUR LAWS
7. ALL OTHER TERMS &BENEFITS :AS PER K.S.A.LABOUR LAWS
8. AIR TICKET :AFTER COMPLETION OF CONTRACT

YOURS FAITHFULLY

FOR SEGIA GULF GEN. CON. GROUP

Mr.Abdullah Mushabab Al Qahtani

General Manager



الفرقة التجارية الصناعية للمنطقة الشرقية  
التوقيع مطابق دون أدنى مسؤولية عن محتويات الوثيقة  
مجموعة سقيا الخليج للمقاولات العامة  
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