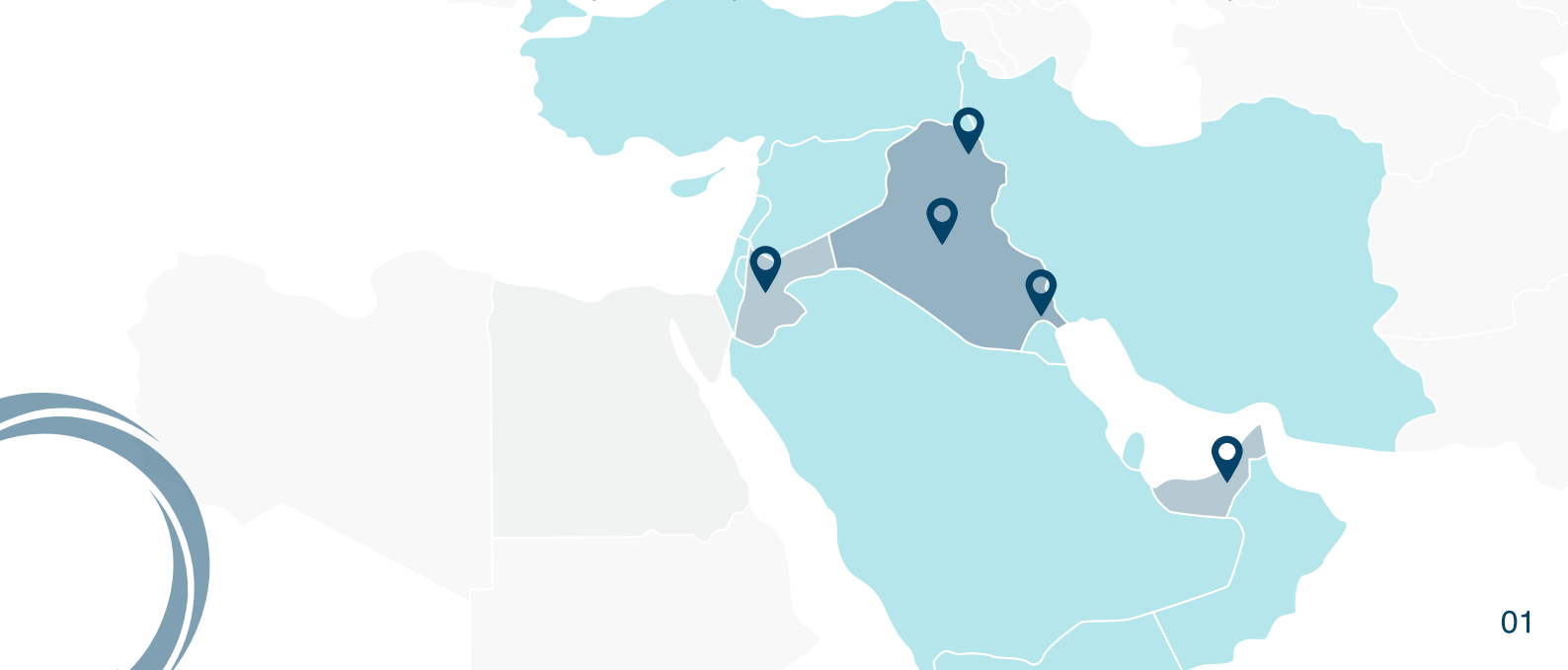




Overview

Al Majal Human Resources AMHR is a subsidiary of Al Majal for Oil and Energy Services Ltd, offering a wide range of HR solutions and services for entities operating in Iraq.

Since its inception in 2006, AMHR has become the leading regional provider of comprehensive HR services for businesses operating in Iraq. Taking a full partnership driven approach, clients are able to fully concentrate on their core competencies by providing them an opportunity to outsource their main HR functions in an Iraqi-law compliant, documented and IT-enabled process.



Value Proposition

Fully Integrated On-Boarding Services

A dedicate team of in-country experts manages all aspects of candidate on-boarding services, ensuring employees have all the necessary and compliant paperwork required for legal employment

Global Reach, Local Expertise

We have teams of experts in every area in which we operate, with the knowledge, drive, and dedication to assist our extended network of international clients

Full Suite of HR Solutions

Integrated and cost-effective localized HR solutions enabling streamlined operations and risk mitigation in an ever-changing regulatory environment

Manpower Services

AMHR is fully licensed to officially operate in Iraq by the Ministry of Labor and Social Affairs to offer comprehensive manpower services

Quality & Compliance

AMHR was awarded with the ISO 9001:2015 certification for quality management system (QMS), ensuring the highest levels of customer expectations. AMHR is also fully compliant with the anti-bribery policies set by TRACE International



AMHR Services



Payroll Management Services



Manpower Services



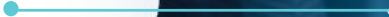
Candidate Onboarding Services



Human Resources Management Information System



Recruitment Services



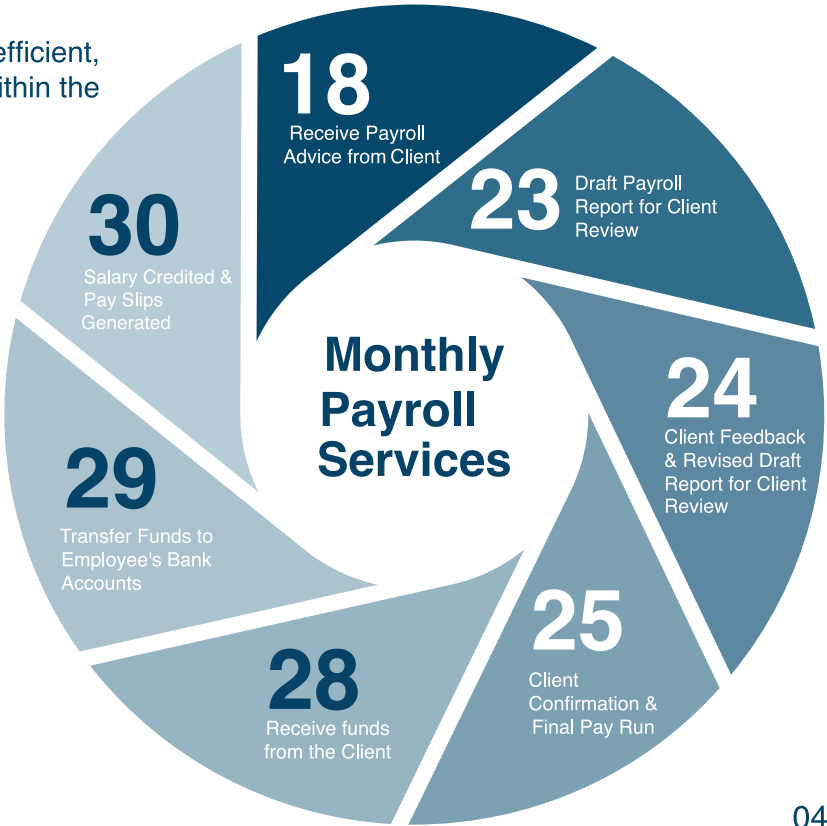
Our Services

Payroll Management Services

Making sure your employees are paid on time is key for employee satisfaction and retention. Our approach is designed to provide clients with an efficient, transparent, accurate and timely payment process within the requirements of local labor and tax laws.

Services include:

- Automated payroll processing regardless of business size
- Tax filing & regulatory compliance
- Social security contributions
- Timesheet management
- Data security assurance
- Benefits and other payroll deductions including bonuses, overtime and other allowances
- Management of monthly payroll cycles



Manpower Services

AMHR is strategically focused to provide a premium, cost-effective and all-encompassing end-to-end solution. In addition to overseeing the HR lifecycle, we excel in delivering manpower services, both technical and non-technical.

Our commitment to providing top-tier, customized services has garnered recognition from numerous local and international companies.

These services are tailored to ensure a seamless and efficient experience for our clients, setting us apart in the industry.



Candidate Onboarding Services

AMHR is officially licensed from the Ministry of Labor & Social Affairs to provide manpower and recruitment services. Our team will arrange a turn-key solution to ensure a smooth on-boarding process.

This includes the following processes and documentation:

- Visa and work permit issuance
- Meet & greet services including airport pickup
- Medical tests & clearance certificates
- Background & criminal record security clearances
- Valid visa documentations
- Insurance coverage
- Establishing employee bank accounts
- Social security & tax enrollment



Human Resources Management Information System

AMHR offers a fully automated cloud-based HR system to manage employee benefits, in compliance with Iraqi labor laws and regulations. Our software automates repetitive and time-consuming tasks that frees HR employees to focus on more strategic tasks that are more valuable to your organization.

- Onboarding administration
- Payroll
- Overtime vacations & rotations
- Time keeping
- Social security contributions
- Income tax deductions
- Benefits administration
- End of service benefits



Recruitment Services

AMHR provides comprehensive global recruitment services. Our ability to leverage off our extensive professional network provides us with an advantage of having a diverse pool of talent from diverse industries including Oil & Gas, Energy, Industrial, IT & Telecommunications, Banking, Automotive and Construction.

We work with our clients to find ideal candidates to fulfill unique business requirements including:

- Sourcing & pre-qualifying candidates
- Short listing & conducting interviews
- Developing offer letters, extending & negotiating offers
- Referencing & background checks
- Consulting services



AMHR Clients

From startups to high-growth firms to fortune 100 enterprise companies, here are just a few examples of our client relationships:



Questions not answered? We are here to help!

 **UAE Office:**
Bay Square 11, Office 204, Business Bay Dubai

+971 4 4539663

 **Iraq Office:**
Al Majal Business Park, Complex 3, Artawi Road, North Rumaila, Basra

+964 784 509 3410

 **Jordan Office:**
Al Husseini Complex 53, Office 603, Abdullah Ghosheh, Amman

+962 6 585 2990

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Accreditations



Ministry of Labour and
Social Affairs License No.49
For Manpower Supply



ISO 9001:2015
Quality Management
System



TRACE International
Anti-Bribery
Compliance Solutions