



Employee Information Sheet:

Name:	Mohammed Dandashi
ID/Iqama	2036710412
Date of Birth:	18/11/1936
Phone Number:	0533675640
Email:	refdandashi@gmail.com
Emergency contact:	0507119455 Wabel Dandashi
Degree:	Master in F&B management
Major:	Hotel management
IBAN:	SA 4105000068204813216000

All documents to be attached:

- ID/Iqama
- CV
- Passport
- IBAN
- Certificates
- National Address
- Signed Job Offer
- References

December 6th, 2023
Mr. Mohammed Dandashi
Jeddah, Saudi Arabia
Telephone: +966533675640
Email: reefdandashi@gmail.com

Provisional Offer Letter — Assistant Manager, Riyadh, KSA

Dear Mr. Mohammed Dandashi,

We are delighted to offer you the position of **Assistant Manager** at Creative Hospitality Services as the exclusive human resource solution partner of MDL Beast. With an anticipated **start date of 24th December 2023**, the starting date will be on the 12th of Dec. 2023

You will report to the Attache General Manager.

You will be based in Riyadh, Kingdom of Saudi Arabia, but will be expected to undertake travel as necessary for the successful completion of your assignment.

This offer is contingent on the approval of the owners. Following your written acceptance of this offer, we will proceed to seek owner approval. **The offer will expire in 72 hours if not accepted.** at the end Monday 11/12/2023

This offer is contingent on the granting of a suitable work permit by the Saudi Arabian government. The work permit application will be made following your written acceptance of this offer. Creative Hospitality Services will bear the cost of obtaining appropriate work authorization and residence permits for you in Riyadh, Saudi Arabia, including any associated legal fees.

The following are the terms and conditions based on the position of **Assistant Attache General Manager**.

TERMS

This letter includes a brief description of certain employee benefits to which you will be entitled during your assignment. It is not intended to explain all the details or set forth all the limitations of the benefit programs or current policies. Creative Hospitality Services reserves the right to modify or terminate the benefit plans described in this letter at any time, to the extent permitted by law.

Contract Status

Your position level is **Assistant Manager Level** with a **Single** status.

Contract Duration

The duration of the contract is **One (1) year**, renewed upon the consent of both parties. You will be notified in writing of the renewal of the contract unless either party notifies the other in writing of his / her intention to terminate the contract, taking into account the notice period mentioned.

Probation Period Duration: Three Months as per Saudi Labor Law

Benefits Schedule

This schedule provides an illustration of the benefits entitlements under current Creative Hospitality Services policies. Please note that these policies and entitlements are subject to review and may be amended from time to time at the sole discretion of Creative Hospitality Services. Further details are available from the Human Resources Department.

Benefits Schedule	Saudi Riyal	
	Annual	Monthly
Basic Salary	SAR 156,000	SAR 13,000
Housing	SAR 39,000	SAR 3,250
Transportation	SAR 15,600	SAR 1,300

Basic Annual Salary

From the Effective Date, your basic annual salary will be 156,000 **SAR** net of all taxes. Your net base salary will be paid in equal installments (13,000 **SAR** per month) in accordance with normal payroll periods at Creative Hospitality Services.

In addition to your basic annual salary,

Your net annual salary includes the following statutorily required and/ or extended by Creative Hospitality Services.

Housing Allowance

A housing allowance of **25% of your basic monthly salary** will be provided each month towards the cost of accommodation and utilities, in line with the Company Accommodation Policy. This allowance will be paid in equal installments in accordance with normal payroll periods at the company.

Transportation:

You will be paid a monthly transport allowance equivalent to **10% of your basic monthly salary**; this allowance will be paid in equal installments in accordance with normal payroll periods at the company.

Home Leave:

Once a year, you will be entitled to one round-trip air ticket to your hometown. The class of travel is defined as economy.

Home leave is designed to allow the maintenance of ties to the home country's location. You may substitute a different location for your home leave, subject to pre-approval, and so long as the costs to the alternate location are no greater than the typical and reasonable costs associated with your designated home leave location.

Allowance is limited to MDLBEAST grading policy related to annual ticket allowances.

Vacation

Your annual paid vacation entitlement will be 22 days, excluding the Saudi national holidays. Should an adjustment be made to the standard workweek, this entitlement, which impacts vacation accrual calculations, is subject to revision.

Medical Cover:

You will be provided with a **Single** private medical cover in accordance with Creative Hospitality Services policy. Further details will be provided to you by the Human Resources Department.

Relocation

You will be provided with a maximum of one-month basic allowance for your relocation expenses provided that you provide all documentation and receipts for

the relocation expenses. This allowance will be deducted on a pro-rata basis should employment be for less than one full year.

Acceptance

This letter constitutes the full provisional commitments that have been extended to you. To accept this conditional offer, please sign and return the enclosed copy of this letter. If you have any questions regarding these commitments, please contact me as soon as possible.

I wish to congratulate you and look forward to working with you on this new assignment.


Sincerely,

Abdullah Al Muslemani
CEO
Creative Hospitality Services

Acceptance

I accept the conditional offer as contained in this letter. I understand that my signature below is simply an acknowledgment of the conditions and does not constitute an employment agreement until such time that is agreed to in writing.

Signature:



Printed Name: Mr. Mohammed Dandashi

Date: 11/12/2023