

Company Profile

**We reorganize
complexity.
And build clarity that
moves your organization
forward.**

Management consulting and support services to develop structures, improve operations, and support decisions.

We build administrative clarity from within your organization's reality.

We work with management teams to understand complexity as it is, organize its elements, and turn them into clear paths and deliverables.

We approach every administrative need as an interconnected system: overlapping roles, procedures moving across units, documents carrying decision information, and reports expected to show progress.

We do not begin with a ready-made template. We start with focused questions, then prioritize observations by impact and feasibility. The intended result is a set of deliverables stakeholders understand and can manage within the agreed scope.

Principles guiding our work

01

Clarity before recommendation

We understand information and context before designing a solution.

02

Objectivity in assessment

We separate observations from assumptions and clarify alternatives.

03

Practical deliverables

We turn ideas into usable tools and procedures.

04

An integrated view

We consider the links between roles, operations, documents, and reports.

Our services

01 Qualification and Restructuring

Service scope. We assess the administrative, financial, and operational current state, identify gaps, propose the structure and procedures, and follow implementation against the agreed plan.

Typical deliverables defined with the client within scope

- Documented current-state view
- Gap and priority map
- Proposed structure and procedures
- Implementation follow-up plan

02 Senior Management Consulting

Service scope. We support strategic planning, governance policies, and administrative and financial decisions within the agreed consulting scope.

Typical deliverables defined with the client within scope

- Clear planning framework
- Draft governance policies
- Structured decision alternatives
- Executive recommendations memo

03

Head Office Activities

Service scope. We support the head office with administration, interdepartmental coordination, and daily office management.

Typical deliverables defined with the client within scope

- Practical coordination mechanism
- Task follow-up register
- Organized correspondence cycle
- Agreed reporting cadence

04

Document and Data Verification

Service scope. We review administrative and financial documents and data against applicable requirements and standards within scope; this is not official certification or a licensed audit.

Typical deliverables defined with the client within scope

- Tailored checklist
- Observation and missing-item register
- Document status classification
- Follow-up summary

05

Integrated Office Services

Service scope. We organize archives, track correspondence, prepare periodic administrative reports, and provide office support within the agreed scope.

Typical deliverables defined with the client within scope

- Practical archive classification
- Correspondence and follow-up register
- Periodic management report template
- Office operating procedures

Document and data verification is an administrative and financial review within the agreed scope. It is not official certification or a licensed audit.

A clear journey from understanding to follow-up.

01

Understand reality

We listen, gather relevant information, and build a practical picture of what happens today.

02

Identify gaps

We separate symptoms from root causes, then prioritize by impact and feasibility.

03

Design the solution

We turn understanding into a clear structure, procedure, policy, or working tool suited to the context.

04

Follow implementation

We review progress against the agreed plan and clarify what needs adjustment or completion.

Contact us

Start with the challenge you want to organize.

Share a brief overview of your organization's needs through one of our direct contact channels.

Location

Riyadh, Saudi Arabia

Phone

0547573103 · tel:+966547573103

Email

a.elhossieny@nokhba-group.com

WhatsApp

<https://wa.me/966547573103>