

Booklet Freelance

For freelancers & entrepreneurs



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ALQFZA

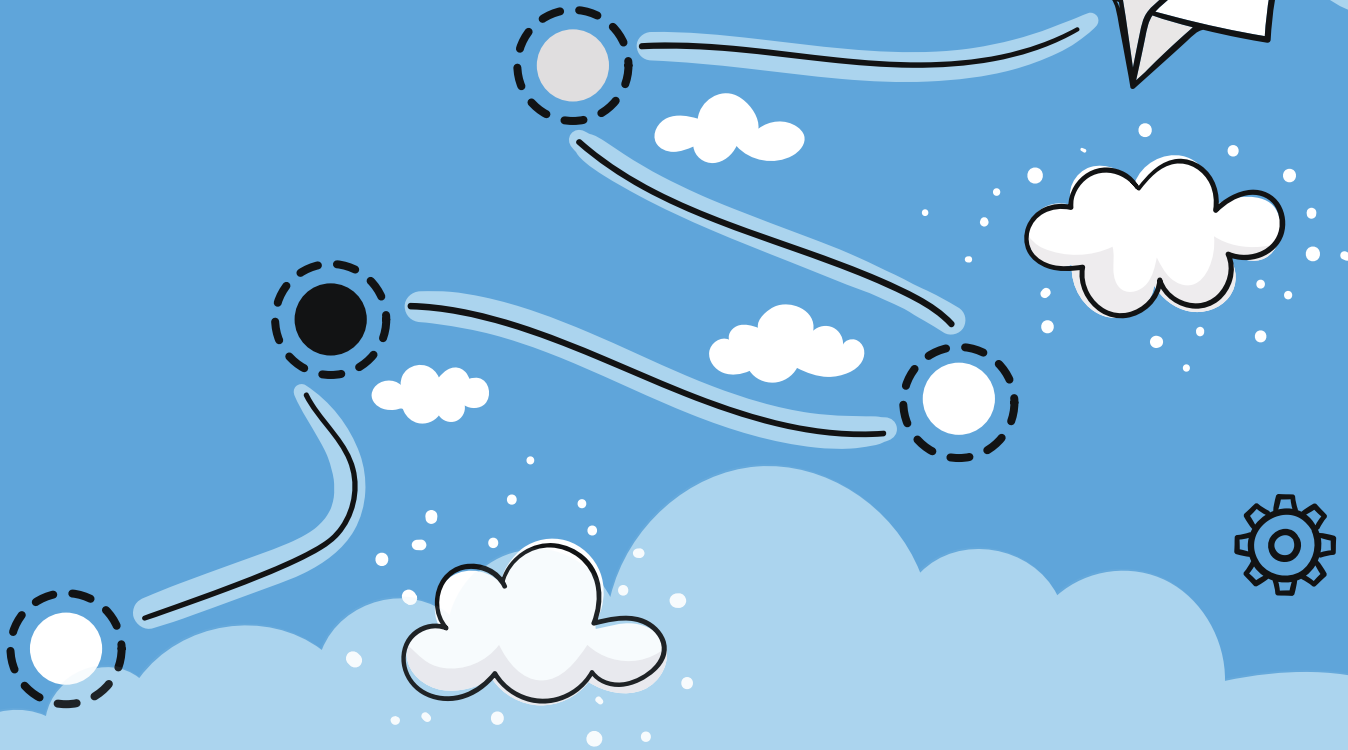


Freelance Definition

The simplified definition of freelance is “The self-employed person”, in other terms, freelancer means working as per the available work options in the person’s field of expertise; Generally, freelance is associated with fixed tasks and terms contacts, in which, the freelancer work begins as soon as signing a contract with the employer -assuming a mutual agreement on the tasks, terms and fees is in place- and is concluded once delivering the required tasks.



Evolution of Freelance



Some might be surprised to know that “Freelancer” was initially used in English in the early 1800s; According to Merriam Webster a specialized website in the language information, “Freelancer was used to refer to a medieval mercenary who would fight for whichever nation or person paid them the most”, no wonder that working as a freelancer nowadays is similar to waging a war to secure a freelance contract, evidently the furious competition in the labour market is continuously increasing. Freelancing is considerably new field, however, it’s witnessing a rapid evolution nowadays, whereas the freelancers number is steadily rising, as well as the companies that contract them; Therefore, the utmost importance of Alqfza website, as one of the newest and most comprehensive freelance websites in the Arab countries.



Advantages of Freelance

There are countless advantages of freelance for both employers and freelancers, which could be summarised as follows:



For Employers:

1

Hire the best freelancer each in their fields.

2

Making the most of the best experienced freelancer without adhering to the company's place of work, a company can hire a freelancer from another country, or continent according to the needed tasks or assignments.

3

Flexibility of selecting the freelancers regardless of the project size or budget.

4

Financial advantages, where companies no longer required premises for its employees, a freelancer can work from his home. Additionally, companies don't pay taxes nor insurance for freelancers, and are not required to secure medical insurance or pension plans.



Advantages of Freelance

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For Freelancers:

1

Flexibility and remote work are big advantages. Most of the time, working on freelance projects will involve working from home office, on selected working hours and number of projects assigned.

2

Freelancer can choose what job to take on, which clients to work for, and choose the pay rate as well.

3

Having full control over which field the freelancer can work on, which companies to select and how many projects to work on per year.



Risks of Freelance and Possible Solutions

Potential risks and possible solutions can be summarized in the following table:

Potential Risks



Employers should always communicate with the contracted freelancer to make sure they are inline with the delivery date. Furthermore, dividing the project into short-term delivery phases would help speedup the project completion.

Possible Solutions



Certain delays may occur as a result of the freelancer work, causing the project to become delayed.



Potential Risks



It's always recommended for the employers to write a detailed project documents, as well as setting outputs upfront before contracting freelancers.

Possible Solutions



Freelancers might fail to deliver the anticipated results which cause the project to delay or fail.



Why Companies Hire Freelancers

Recently, development of business concepts has not only covered the field of technology, but also included other fields, especially business, where several projects management ideas have changed. therefore enterprises are focusing nowadays on:

- Headhunting for the best calibers in creative and flexible manners.
- Ensuring the highest productivity by investing in enterprise human resources.
- Efficient cost reduction in the administration aspects

Subsequently to the establishment of these new concepts, many companies tend to hire freelancers for the following benefits:

- 1** Freelancers can take on temporary contracts for companies, such as:
create a marketing plan, design a website or a simple programme or take over the accounting work for a certain period of time.
- 2** Most of freelancers are creative, artistic and innovative,
a virtue that comes from their experience in working with different and several clients.
- 3** Freelancers have the flexibility of choosing their own working hours, they aren't bond by fixed week hours, therefore, by hiring freelancers you have the flexibility of time and assigning tight deadlines.
- 4** Startups tend to hire freelancers
as they are the best option when it comes to time flexibility.
- 5** Working with freelancers is a good marketing technique,
as they provide free and reliable publicity to the companies when they post their profile on different freelance websites.



Criteria of Trusted Employer

To Create a confident and trustworthy relationship with the freelancers you hire, it's important to follow these key points:

1

Conduct a background check on the freelancer you intend to hire, make sure that you are recruiting the most suitable freelancer for your project. We at Alqfza have verified and selected the best freelancers in the market, our verified freelancers have been certified as well as selected from the best caliber in the middle east.



2

Scope your project in the most precise and accurate way possible, and make sure that the freelancer understands all the projects documents, timeline, deliverables and deadlines.



3

Make sure to define the project budget, the payment methods and the pay rate you are willing to pay for each job role in your project, you will save lots of time and effort when negotiating contracts with freelancers if all the budget line are in place beforehand.



4

Follow up is key, communicate with all your freelancers on a regular basis, and make sure that they all are submitting weekly or monthly report on all project aspect each job role in your project, you will save lots of time and effort when negotiating contracts with freelancers if all the budget line are in place beforehand.



5

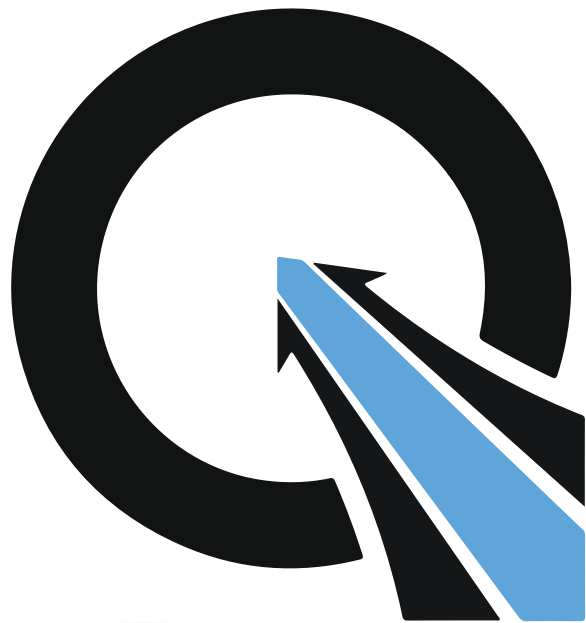
Be ready to adopt the project timeline and phases if anything changes along the way. Have backup plans in mind and make sure that any changes from the freelancer side doesn't affect your project launch.



6

Be fair when evaluating the freelancers you contract, good review on your company profile will raise the evaluation of your company and attract more skilled freelancers to your future job posts.





Alqfza



About Alqfza

The "Free market" for Advanced human minds, we aim to attract human cadres so we can connect between them and other economic entities

We aim to highlight talent and qualifications around the world in the promising digital economy race, to accelerate work achievements for business owners by providing freelancers at the lowest costs and the best results. One platform for changing the traditional work culture, adding new opportunities, building business, increasing income and developing skills.

A big leap into the business world without limits, anywhere, any time.



Alqfza Services

We provide full services to:



We do our best to connect employers with freelancers, and provide the projects on our website with the powerful factors that guarantee the success of your projects with us.



1

**Web, Mobile &
Software Dev.**



2

**Design & Crea-
tive.**



3

**Sales & Market-
ing.**



4

**Translation &
Writing.**

Alqfza Industries



Alqfza Advantages

1

Our Team is available for your queries anytime ,also to keep it simple you can see faqs to get quick idea.

Employers can find best talented Freelancers for their projects easily by just providing small details about their job.

2

3

Alqfza provides a platform to post jobs easily and to find jobs according to your skill set..

All your personal and transaction data is safely handled.

4

5

Transparency is our value , so everything you see is as it is there is no hidden charges.

We tried to make Alqfza the most easiest and convenient platform to use , so that you can find what you want exactly.

6

— Alqfza Registration —

You can now register on the Alqza platform
In 5 steps



First step

Join For a Good Start

Join for good reasons and benefit yourself!

01 — 02 — 03 — 04

First Name

Last Name

Email

START NOW

Already Have an Account? [Login Now](#)



Second step

Professional Info

01 — 02 — 03 — 04

SELECT LOCATIONS

Password Retry Password

Start As

Employer (Signup As Company/service Seeker & Post Projects.)

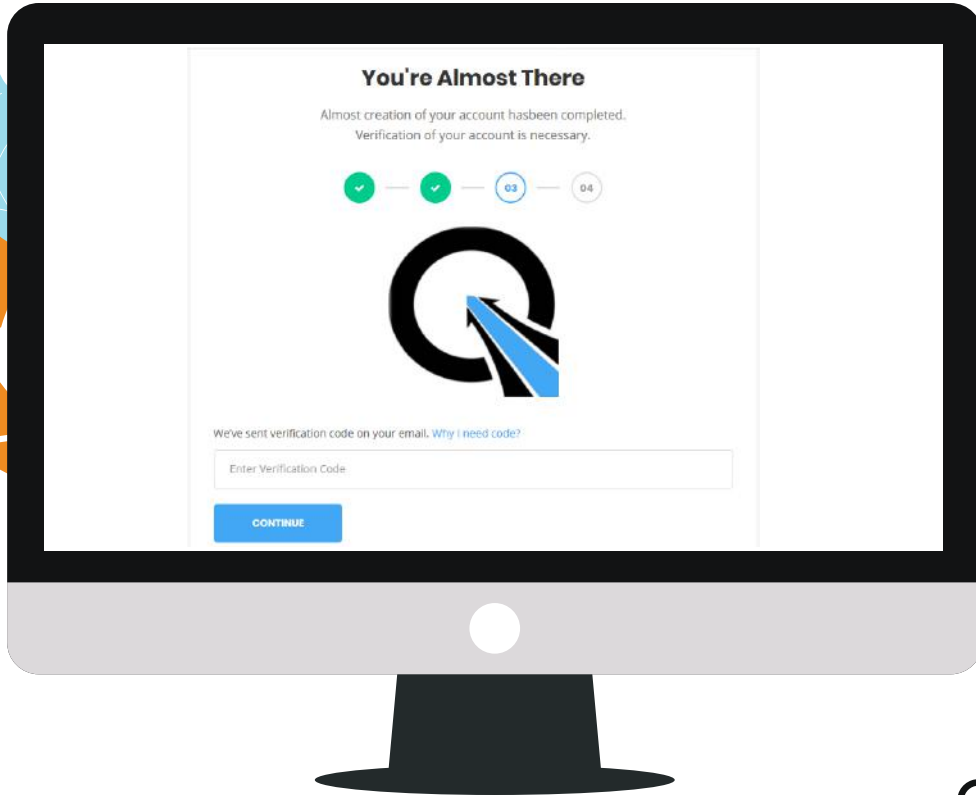
Freelancer (Signup As Freelancer & Get Hired.)

Service Provider (Signup As Service Provider Seeker & Get Hired.)

Agree Our Terms And Conditions.

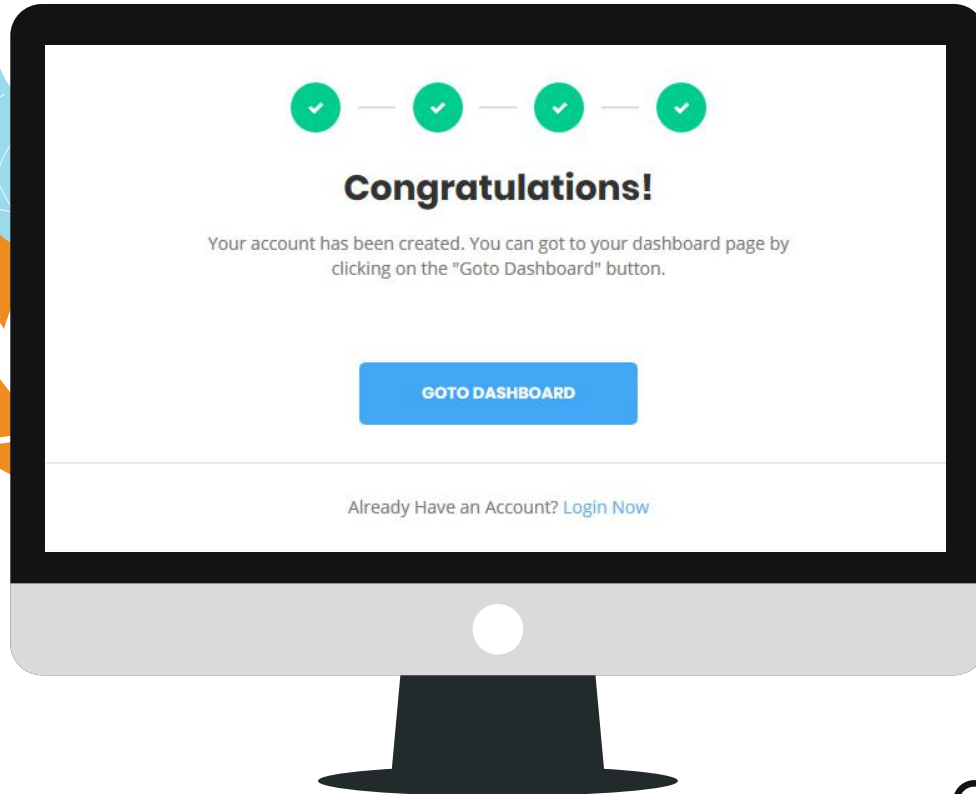


Third step



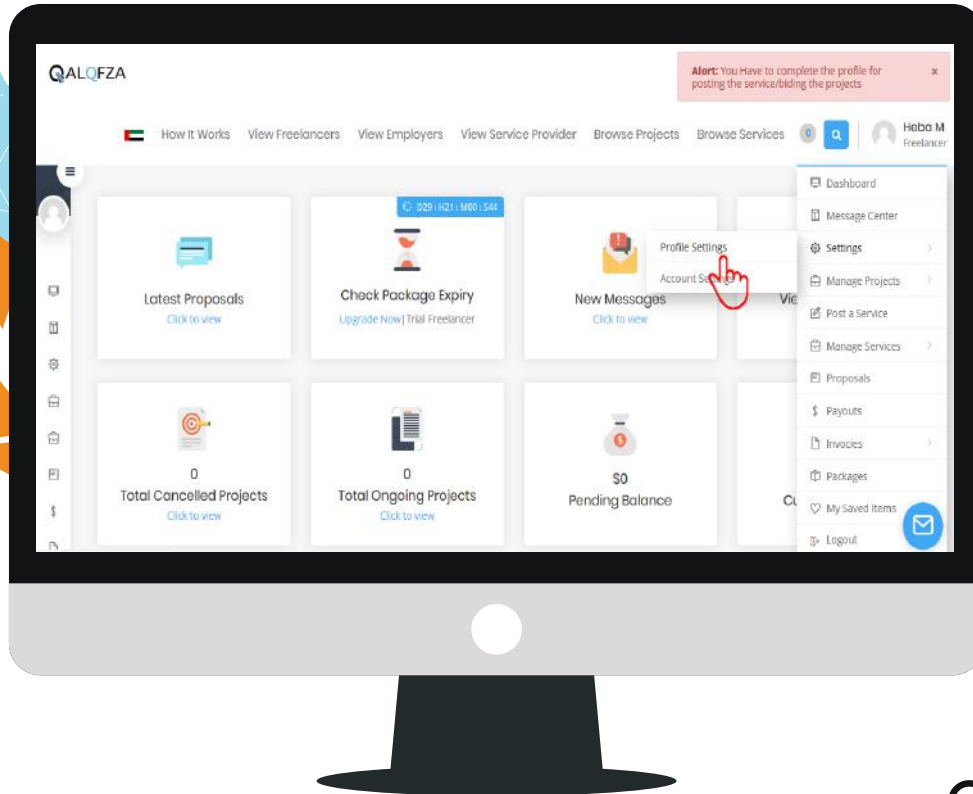


Fourth step





Fifth step





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