

Booklet Freelance

For freelancers & entrepreneurs



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ALQFZA

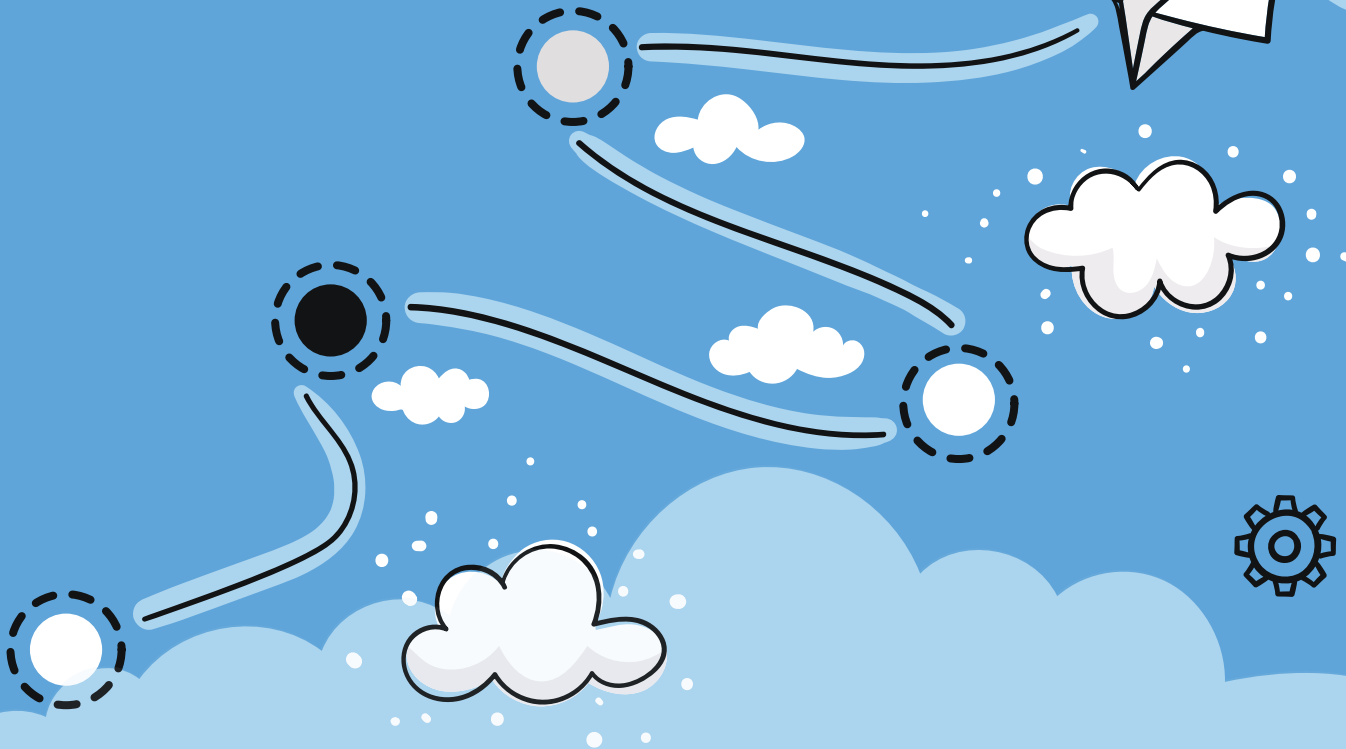


Freelance Definition

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



Freelancers are advised to request more details on the jobs they take on, besides clearly agree on the delivery date for each facet of the project.

Possible Solutions



Number of employers might fail to write detailed scope of work for the assigned project, which could result in confusion from the freelancer side on the required tasks.



Potential Risks



Freelancers and employers should agree on the payment method they will use beforehand, or they can choose a freelance website which facilitates the payment process for a predetermined fee.

Possible Solutions



Difficulty of getting paid the agreed upon fees is a common problem for freelancers, especially when the freelancer and the employer happened to be from different countries using different currencies, various payment methods and dealing with distinct money transfer systems.



Potential Risks



Freelancers are advised to breakdown the projects they handle, during which a percentage of the total pay should be paid to the freelancer. This technique guarantees the freelancer pay as well as the clients right to see the output of each facet of the project and make sure that they are getting the desired outputs.

Possible Solutions



Once the freelancer delivers their work, some clients may disappear, others might decline to pay and claim they are not satisfied with the output of the assignment, for other various reasons, some freelancer might not get paid for the work they deliver.



Potential Risks



As a freelancer, you are required to be public relations person with your clients, keep good professional relationship with them, make sure to answer their inquiries and check their feedback regularly even after the project is concluded.

Possible Solutions



Many clients could evaluate the freelancer work poorly without giving an obvious reasons to the person, which causes frustration and disappointment for the freelancer



Potential Risks



Feast or famine syndrome is a common downside for freelancers, which means for some months you'll be full to the brim with work, while the next month may be a ghost town for your workload.

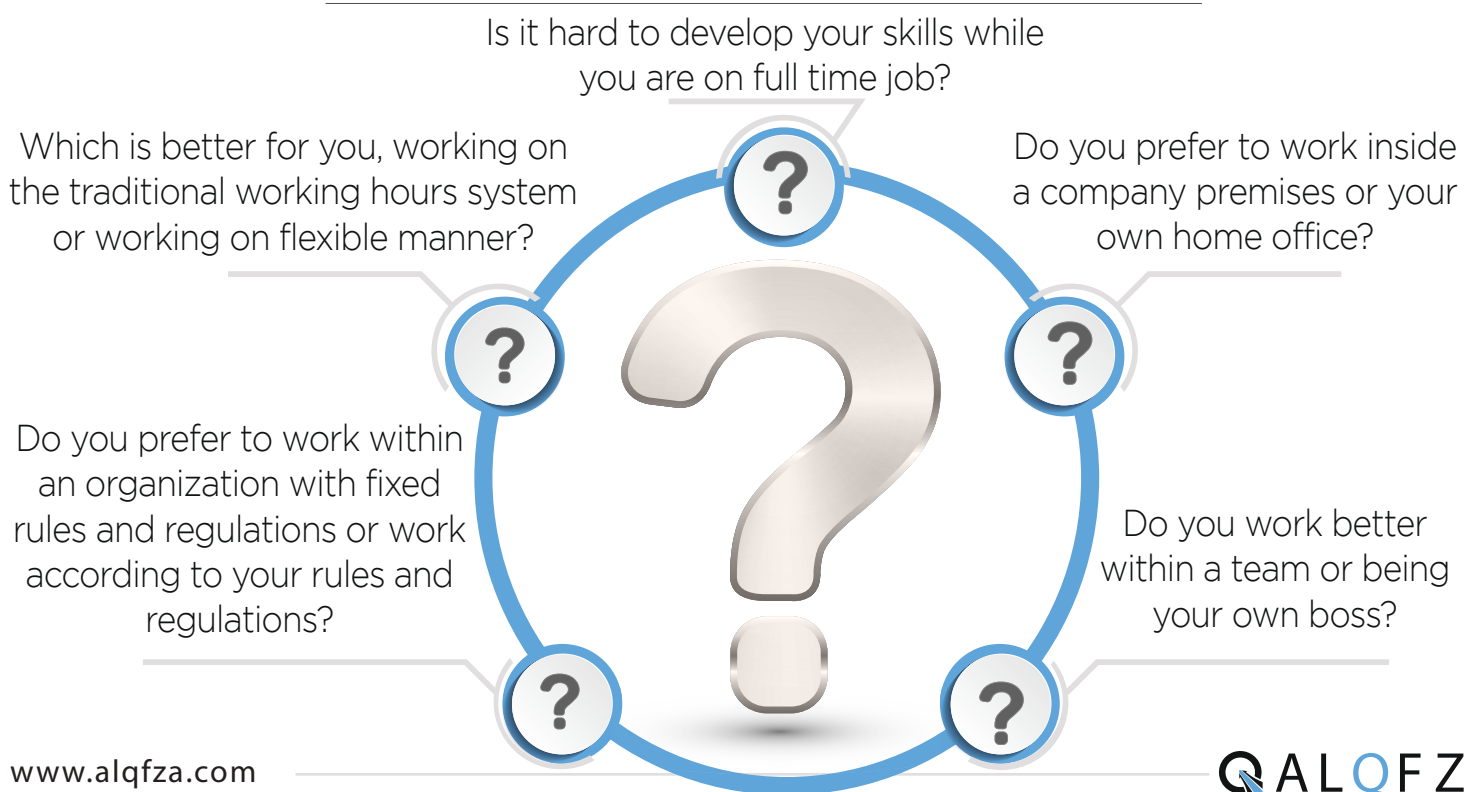
Possible Solutions



Freelancers are required to constantly consulting different freelancing website for sourcing of new clients and projects.

How and When to Become Freelance

Before you start working in the freelancing field, you have to ask yourself: “is it right to become a freelancer”? while there are many articles and reviews tackle this question, on the other hand, the more important question is “When and How to become a Freelancer?” so, before taking this decision, here after some questions we compile for you, by answering them you will be able to reach your decision:



**Now, if you decided to become a freelancer
you might ask yourself**



Is there a reliable website that verifies the employers and can make sure that I'm hired by trusted companies?



The answer is yes, we at Alqfza do our utmost best to make sure that you find trustworthy clients and guarantee that you will develop your skills and experience by working with us.





Characteristics of Successful Freelancer

Plenty of freelancers might face the challenges we stated above, which affects the quality of their profiles. We evaluated these challenges and came up with the following characteristics which you should have in order to be a successful freelancer:

1

Make sure to write honest profile, don't exaggerate or include false information about your experience as that might jeopardize your whole career.



2

Be precise and accurate while dealing with clients. Before starting any contract, make sure to define the scope of work with your client and be as close to the target workload as possible, that will save your and your client lots of time and effort in the future.



3

Define the workload and the timeline in a precise manner, and make sure that your client is inline with your timeline. Furthermore, it's recommended to follow up with your client at every facet of the project before starting the next phase.



4

Commitment is key, make sure to deliver your project on time.



5

Deliver the highest quality your could possibly achieve on every project, high rating from your clients will ensure that you get more projects in the future.



6

Develop your skills, experience and education level, the more you develop your profile, the more you get new projects and clients.





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.

2

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

3

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

4

All your personal and transaction data is safely handled.

5

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

6

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

— 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

The image shows a computer monitor displaying a registration form titled "Professional Info". The form is part of a multi-step process, with the first step completed (indicated by a green checkmark) and the second step (02) currently active. The form includes a "SELECT LOCATIONS" dropdown menu, "Password" and "Retry Password" input fields, and a "Start As" section with three radio button options: "Employer (Signup As Company/service Seeker & Post Projects.)", "Freelancer (Signup As Freelancer & Get Hired.)" (which is selected), and "Service Provider (Signup As Service Provider Seeker & Get Hired.)". Below these options is a checked checkbox for "Agree Our Terms And Conditions." At the bottom of the form are two blue buttons: "PREVIOUS" and "CONTINUE". The monitor is decorated with stylized orange and blue leaves on either side.

Professional Info

01 — 02 — 03 — 04

SELECT LOCATIONS

Password Retry Password

Start As

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

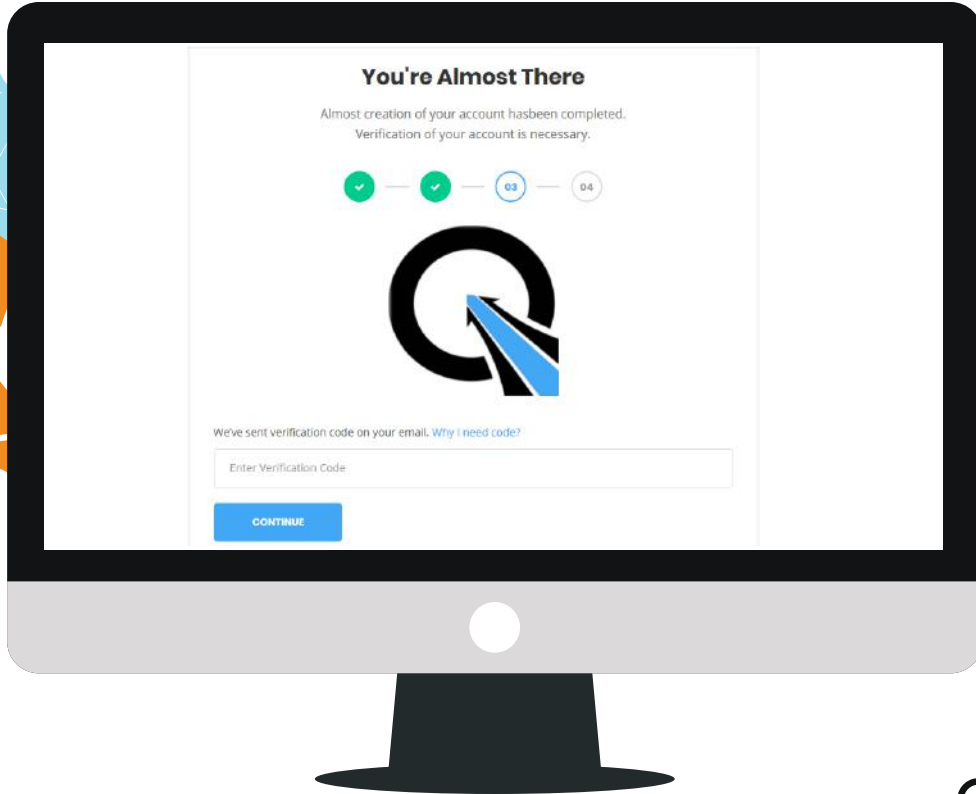
Freelancer (Signup As Freelancer & Get Hired.)

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

Agree Our Terms And Conditions.

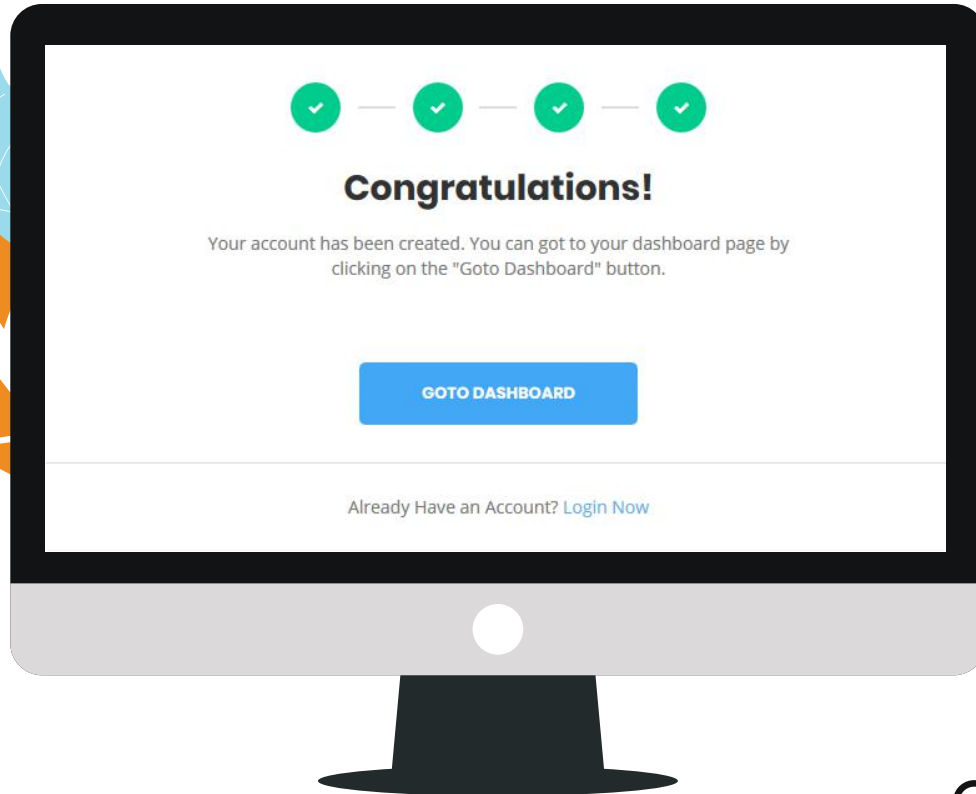


Third step



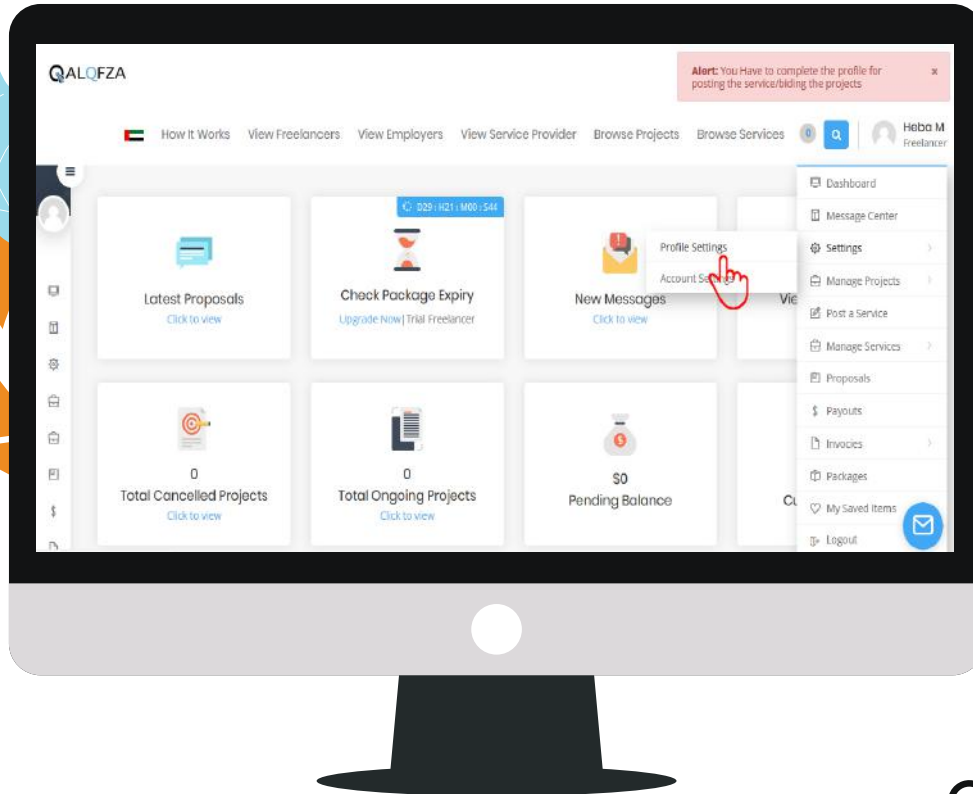


Fourth step





Fifth step





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