



UET - Alumni of Saudi Arabia (UETAS)

Comprehensive Structure, Objectives, and Guidelines

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Table of Contents

- Main Committee Positions
- Committee Roles, Responsibilities and Authorities
- Manifesto / Objectives of UET Alumni Forum – Saudi Arabia
- General Rules and Regulations of Forum



Main Committee Positions

1. President
2. Vice President
3. General Secretary
4. Joint Secretary
5. Finance Secretary / Treasurer
6. IT & Media Coordinator
7. Events & Community Engagement Coordinator
8. Academic & Industry Liaison Officer
9. Welfare & Support Officer
10. Regional Coordinators (Riyadh, Jeddah, Dammam, etc.)



Committee Roles, Responsibilities & Authorities

President

- Lead and represent the forum officially
- Approve all strategic initiatives
- Chair meetings and oversee activities

Vice President

- Support the President
- Lead in the absence of President
- Coordinate inter-committee collaboration

General Secretary

- Manage official communications
- Maintain records and minutes
- Coordinate internal matters

Joint Secretary

- Assist General Secretary
- Manage membership database and documentation

Finance Secretary / Treasurer

- Handle financial matters
- Manage donations, expenditures, scholarships
- Prepare and present financial reports



IT & Media Coordinator

- Manage website, social media, and digital outreach
- Design campaigns and newsletters

Events & Community Engagement Coordinator

- Plan reunions, webinars, and social events
- Engage alumni community across cities

Academic & Industry Liaison Officer

- Coordinate with university departments
- Facilitate student-industry collaboration and training

Welfare & Support Officer

- Identify and support needy students
- Help job seekers in Saudi with networking and guidance

Regional Coordinators

- Represent local city chapters (Riyadh, Jeddah, Dammam etc.)
- Organize city-specific meetups and support activities

UET – Alumni of Saudi Arabia (UETAS)

PRESIDENT



MAZHAR HUSSAIN

CO-FOUNDER & CEO
RICI GROUP OF COMPANIES
Bahrain, Saudi Arabia

VICE PRESIDENT



ASIM JAMIL

CO-FOUNDER & CEO AT
TRACKING
Riyadh, Saudi Arabia

GENERAL SECRETARY



MUHAMMAD JAWAD ALI

CO-FOUNDER
JFF CONSULTANTS
Saudi Arabia, Bahrain

FINANCE SECRETARY



NAVEED CHEEMA

CORPORATE PLANNING &
PERFORMANCE MANAGEMENT AT
ARAMCO
Saudi Arabia

JOINT SECRETARY



SARMAD ZAFAR KHAN

PETROLEUM ENGINEER AT KING
FAHD UNIVERSITY OF PETROLEUM
& MINERALS – KFUPM
Saudi Arabia

MEDIA AND ACADEMIC LIASION OFFICER



ABD UR RAHMAN

MECHANICAL INSPECTION
ENGINEER AT RICI CO LTD.
Saudi Arabia

EVENTS AND WELFARE OFFICER



DAUD TAHIR

HOD- NDT & LIFTING
DEPARTMENT AT RICI CO LTD
Dammam, Eastern, Saudi Arabia

Objectives of UET Alumni Forum – Saudi Arabia

- ◆ Academic Support for UET students
- ◆ Career Development for UET students
- ◆ Professional Networking
- ◆ Industry Engagement
- ◆ Community & Welfare

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Manifesto / Objectives of UET Alumni Forum – Saudi Arabia

The UET Alumni Forum – Saudi Arabia (UETAS) is a community-driven platform dedicated to fostering lifelong connections among graduates of UET Lahore residing in the Kingdom of Saudi Arabia. Our mission is to build a strong support network that benefits alumni, current students, and the broader community through the following goals:

Academic Support

- Provide financial assistance to deserving students of UET across all departments.
- Offer final year projects and research collaborations from alumni working in industry. Arrange online and physical training sessions to bridge university-industry knowledge gaps.

Career Development



- Create job opportunities for UET graduates in Saudi Arabia and Pakistan.
- Facilitate mentorship and career counseling programs for fresh graduates. Assist with CV reviews, mock interviews, visa guidance, and onboarding support for new job seekers.

Professional Networking



- Organize annual networking events and alumni meetups in different regions of KSA.
- Promote business collaborations and encourage alumni-owned businesses to support one another. Create a digital directory of alumni professionals and entrepreneurs.

• **Industry Engagement**

Act as a liaison between UET and the Saudi industry.



Share market trends, R&D challenges, and internship opportunities with departments.

- Conduct industry webinars and awareness sessions.

• **Community & Welfare**

Support students and alumni in need.

Support families of alumni and students facing hardships.



Develop mental health and well-being programs in collaboration with professionals.





General Rules and Regulations of Forum

Membership

- Open to all graduates of UET residing or working in Saudi Arabia.
- Membership is voluntary and can be renewed annually.

Membership Fee (if any)

- Annual fee (optional/nominal) may be proposed to support operations, subject to majority approval.
- Support and sponsorships can be accepted with full transparency.

Meetings and Quorum

- General body meetings to be held at least once annually.
- Committee meetings at least quarterly.
- Quorum for decision-making: minimum 50% of committee members.

Elections

- Elections to be held every 3 years.
- All registered members can vote.
- Committee members can serve a maximum of three consecutive terms in the same position.

Code of Conduct

- Members must uphold UET's values and Saudi cultural values.
- Discriminatory, abusive, or unethical behavior will lead to suspension or removal.
- Political or religious debates are discouraged under the forum's banner.

Financial Transparency

- All funds must be recorded and reported by the Finance Secretary.
- Annual audit or financial report must be presented in the General Body Meeting.
- No individual committee member shall benefit financially from forum operations.

Decision Making

- All major decisions (e.g., financial support, partnerships, events) require majority vote of the committee.
- Emergency decisions may be taken by President and General Secretary, followed by committee ratification.



Data & Privacy

- Alumni personal information must be stored securely and used only for forum-related purposes.
- Public sharing of data without consent is prohibited.

Conflict of Interest

- Committee members must disclose any conflicts before voting or engaging in decisions involving business or financial interests.

Amendments

- Rules may be amended through a formal proposal process with at least 2/3rd majority approval in a general meeting.
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