

: Saudi Arabian Oil Company  
: Academic Programs & Partnerships Department  
: Room 201, West park 2  
: Tel: (966 13) 874 8300  
: Dhahran 31311  
: Saudi Arabia

أرامكو السعودية  
saudi aramco



**March 16, 2023**

To whom it may Concern,

We confirm that **Talal H. Alhuraybi employee no. 789548** is employed by the Saudi Arabian Oil Company (Saudi Aramco) and has been approved to undertake a company-sponsored two-year time frame Master's Degree.

We confirm that Talal has been working since December 27, 2018 as a Planning & Performance Management Analyst in a Sustain English language environment within Saudi Arabian Oil Company (Saudi Aramco), and has been writing in English since completing his bachelor's degree. We seek your assistance to waive his ILETS requirements in order to meet your school's advanced degree English language admission guidelines.

Talal worked on multiple major activities where he has demonstrated his writing skills such as the Annual Business Plan, Quarterly Financial Risk Report, and Monthly Controllable Cost Variance Analysis. Business Plan outlines the organization projects portfolio plan for the coming 3 years with the required resources to complete, as well as the performance scorecard targets for the business plan period. Financial Risk Report illustrates the current status of organization's budget utilization, with the forecast for year-end, explaining the logic behind such figures. Controllable Cost Variance Analysis is a management level summary for the monthly expenditure actual against plan performance, listing drivers for such outcome.

If you have any questions or concerns, please contact the undersigned at:

+966-13-874-9042 or e-mail: [NARJES.ZAHRANI.1@ARAMCO.COM](mailto:NARJES.ZAHRANI.1@ARAMCO.COM).

During the program, all invoices for tuition and related expenses will be handled by our regional office below:

**Professional Development, UK office**  
Aramco Overseas Company UK Limited  
10 Portman Square  
London W1H 6AZ, United Kingdom  
Tel: +44 (0) 20 7467 4150, Fax: +44 (0) 20 7224 0331  
VAT Number: 932 1865 24



Yours faithfully,

**Narjes Al Zahrani**, Placement Advisor  
RDPs Planning Group

Saudi Aramco: Company General Use