

SUHAYB ALMUTAIRI

Public Affairs | Government Relations | Administration

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PROFESSIONAL SUMMARY

Public Affairs & Government Relations Specialist with progressive experience in public affairs, government relations, compliance, and administrative operations. Skilled in managing government platforms, preparing official documentation, building stakeholder relationships, and ensuring regulatory alignment.

EXPERIENCE

Public Affairs — almajal alarabi group (2025 – Present)

- Managing communication and coordination with government authorities and public entities.
- Ensuring company compliance with laws, policies, and regulatory requirements.
- Preparing and reviewing official letters, reports, and regulatory documents.
- Managing platforms: Qiwa, Absher Business, Muqeem, Balady, GOSI.

Government Relations Specialist — Step by Step Company (2022 – 2023)

- Built and maintained relationships with government agencies.
- Managed licensing, permits, renewals, and official approvals.
- Prepared reports, correspondence, and compliance briefs.

Government Relations Officer — Ethmar Food Supplies Company (2019 – 2021)

- Managed government relations operations and regulatory compliance.
- Prepared official correspondence, documentation, and government submissions.
- Coordinated with internal departments to ensure regulatory alignment.

Administrative Assistant — Al-Suqoor Development (2018 – 2019)

- Supported administrative and operational tasks.
- Handled documentation, reporting, and correspondence.

EDUCATION

Bachelor of Political Science — King Abdulaziz University (2021–2025)

CERTIFICATIONS

Executive Assistant Series (2025)

Microsoft Excel (2025)

Professional Interview Skills (2025)

Developing Career Opportunities (2025)

SKILLS

Public Affairs, Government Relations, Government Platforms (Qiwa, Absher, Muqeem, GOSI, Balady), Compliance, Licensing, Stakeholder Engagement, Administration, Documentation, Reporting, Communication, Coordination

LANGUAGES

Arabic (Native) | English (Proficient)