

## **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, Muqem, 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, Muqem, GOSI, Balady), Compliance, Licensing, Stakeholder Engagement, Administration, Documentation, Reporting, Communication, Coordination

### **LANGUAGES**

Arabic (Native) | English (Proficient)