

Stakeholder & Government Relations Specialist

Expert in Licensing • Regulatory Compliance • Public Sector Liaison

SUMMARY:

Government Relations Officer with **8+ years of experience** managing the **full employee onboarding lifecycle**, including **visas, work permits, iqamas, licenses, and government documentation** for local and international employees in Saudi Arabia. Extensive hands-on expertise in **Qiwa, Muqem, Absher Business, ZATCA systems, MOL, GOSI, and Ministry platforms**. Proven ability to **meet critical deadlines**, ensure **100% regulatory compliance**, and maintain accurate records while supporting business growth through strong government relationships.

CORE COMPETENCIES

Employee Onboarding | Visa & Iqama Lifecycle Management | Work Permits
Government Relations | Regulatory Compliance | Government Liaison
Deadline & Records Management | Documentation Tracking
Stakeholder & Authority Coordination | Compliance Reporting

GOVERNMENT PLATFORMS

Qiwa | Muqem | Absher Business | ZATCA | MOL | GOSI | Ministry of Hajj Platforms | Najiz | Balady | Chamber of Commerce

EXPERIENCE:

- **Government Relations Officer** Voltamp Energy | Jan 2025 – Present
 - Managing government relations activities related to licensing, permits, and regulatory compliance.
 - Handling employee visas, work permits, and government documentation through relevant platforms.
 - Coordinating with government authorities to support ongoing operations and ensure compliance.
 - Monitoring regulatory updates impacting business activities and communicating requirements internally.
 - Supporting HR and operations teams with government-related processes.
- **Government Relations Officer | Mashaer Rawahel Company for Umrah Services** Aug 2024- July 2025
 - Managing government relations activities related to employee visas, work permits, iqamas, and licensing.
 - Coordinating with ZATCA, Ministry of Interior, and Ministry of Hajj to support workforce onboarding.
 - Handling government documentation and tracking approvals to meet regulatory deadlines.
 - Supporting HR and operations teams during seasonal and large-scale operations.
 - Assisting in compliance reporting and internal updates related to government procedures.
- **Customs Specialist | Zakat, Tax, and Customs Authority** Oct 2022 - Oct 2023
 - Conducted customs inspections and managed clearance processes.
 - Ensure 100% compliance with customs regulations and security policies.
 - Operated radiographic inspection systems to prevent unauthorized goods.
 - Maintained accurate documentation and improved efficiency in customs clearance.
- **Government Relations Officer | Jawaher Ali Al Harbi Co. for Electromechanical Works** - Nov 2021 - May 2022
 - Managed business and residency visa applications, renewals, and compliance tracking.
 - Oversaw licensing processes, ensuring timely approvals and renewals.
 - Optimized workflows to enhance communication with government authorities and streamline permit processing

- **Government Relations Officer | Saad Al-Bishri Building Materials Company** **Aug 2020 - Nov 2021**
 - Processed employee visas, work permits, and license renewals.
 - Managed regulatory compliance and established strong government relations.
 - Streamlined documentation processes, reducing paperwork by 40%.
 - Ensured timely renewals of company registrations and industrial licenses.
- **Government Relations Officer | Jawaher Ali Al Harbi Co. for Electromechanical Works - Feb 2017 - Jul 2019**
 - Handled official transactions with government entities for the company and its employees.
 - Processed employment procedures for expatriate workers, including visa issuance and sponsorship transfers.
 - Managed commercial registration and licensing renewals in compliance with regulatory requirements.
- **Field Observer | Zamzam Association (Seasonal - 7 months)**
- **Observer | Ministry of Municipal and Rural Affairs and Housing (Seasonal)**
- **Crowd Regulation and Safety | General Presidency for the Affairs of the Grand Mosque and the Prophet's Mosque (Seasonal - 8 months)**

EDUCATION:

- Higher Diploma in Hisbah | Umm Al-Qura University 2022
- Bachelor of Culture | Umm Al-Qura University 2021

LICENSES:

Certified Customs Specialist | Academy of Zakat, Taxes, and Customs 2023

SKILLS:

Hard Skills:

- Stakeholder Coordination & Engagement
- Government Liaison & Public Affairs
- Licensing & Permits Management
- Regulatory Compliance
- Ministry Communication (ZATCA, MOI, MOL)
- Document Control & E-Platform

LANGUAGES:

- Arabic: (Native), English.