

Saif Almutawa

(+971) 50 7296666

Salmutawa@sharjah.ac.ae

EXPERIENCE

University of Sharjah, Sharjah — *Lecturer*

January 2020 - Present

Lecturing full time in the Dept. of International Relations.

Prime Ministers Office, Dubai — *Research Analyst*

September 2017 - September 2019

Working in the World Government Summit Organisation. Head of: Digital Media Team, Knowledge Department (publications and reports), Observer Unit (article based news website). Team Lead in the Best Minister Award and World Data Visualization Prize. Support in the Agenda and Content Team.

Dubai Maritime City Authority, Dubai — *Registration Officer*

May 2017 - August 2017

Responsibilities included registration and inspection of floating restaurants and commercial naval vessels.

SIRAJ AUS, Sharjah — *Head Editor*

September 2012 - January 2016

Responsibilities included editing, headhunting, budget management, procurement and printing.

McKinsey & Company , Dubai — *Research Analyst*

July 2014 - September 2014

Responsibilities included quality control and research. Participated in several McKinsey case study training programs.

EDUCATION

American University of Sharjah, UAE — *International Studies*

September 2012 - January 2016

Bachelor of Arts - Concentration in International Relations

University College Dublin, Ireland — *Politics*

September 2019 - September 2020

Master of Science - Politics

SKILLS

Microsoft Applications

Word, Powerpoint, Excel, Outlook, OneNote, OneDrive

Google Applications

Google Docs, Slides, Sheets, Drive, Gmail

Graphic Design

Adobe Photoshop, Illustrator, Acrobat

QUALIFICATIONS

National Military Service UAE Armed Forces January 2016 - January 2017

Graphic Design Course AlRolla Management Training Center - 2011

AWARDS

Dean's List American University of Sharjah Spring 2013

Honors Academic Writing Graduate American University of Sharjah

LANGUAGES

Arabic

English