

# SIRAJ AYAZ

## DIPLOMACY & PROTOCOL ADMINISTRATION

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**A** Jeddah  
Saudi Arabia

### PROFESSIONAL SUMMARY

Accomplished career diplomat with over 20 years of experience representing Saudi Arabia in Europe, coupled with a background in media, showbiz, and business development in Dubai. Skilled in protocol management, event organization, diplomatic security, and handling sensitive diplomatic issues. Fluent in French, English, and Arabic.

### EXPERIENCE - MOFA

#### 2017 – 2021

Chief Protocol Officer – Saudi Embassy, Beirut

- Managed diplomatic mail and held a key role in the Embassy of Beirut for Saudi nationals' affairs, addressing legal and financial issues.
- Coordinated with local law enforcement and customs on sensitive diplomatic issues, upholding security and confidentiality standards.

#### 2015 - 2017

Minister's Office – Saudi Ministry of Foreign Affairs, Riyadh  
Human Resources Department Officer

#### 2009 – 2015

Chief Protocol Officer – Saudi Embassy Brussels

- Organized major events including Saudi Arabia's national day celebrations and high-level delegations, including several landmark event with HRH and a delegation of 500 members.
- Advised the Foreign Minister's Office on several high-profile engagements and delegations throughout Europe.
- Coordinated with Belgian police and customs on sensitive and classified diplomatic issues, showcasing expertise in diplomatic security.
- Spearheaded cultural events in Brussels, like exhibitions at the Bozar Centre for Fine Arts, enhancing Saudi's cultural presence in Europe.

### EDUCATION

Vrij universiteit Brussels  
Brussels  
Belgium

### KEY SKILLS

- TEAM LEADERSHP
- EVENT AND PROTOCOL MANAGEMENT
- DIPLOMATIC RELATIONS
- CROSS-CULTURAL COMMUNICATION
- STRATEGIC PLANNING AND PUBLIC RELATIONS
- TEAM LEADERSHIP AND COORDINATION

### CERTIFICATES

- TS2 DIPLOMA ACCOUNTANCY
- MICROSOFT CERTIFIED PROFESSIONAL
- EU PUBLIC AFFAIRS TRAINING (DLA PIPER)
- INTRODUCTION TO LOBBYING IN THE EU (DLA PIPER)
- CYBERSECURITY ANAYLYST (COURSERA / GOOGLE )

## **PREVIOUS EXPERIENCE**

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Media and Business Development Specialist

Location: Dubai

Year: [2006 – 2009]

Gained valuable experience in the media, showbiz, and business development sectors. Worked with Rotana and MBC group. Played a key role in various media projects, contributing to the growth and development of regional media presence for Alarabiya during its early years. Developed and executed business strategies that significantly contributed to the company's growth and market presence.

## **LEADERSHIP**

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Mentored and developed junior diplomats and staff, fostering a culture of excellence and professional growth within the diplomatic corps. Championed team collaboration and effective communication, leading to enhanced efficiency and successful execution of diplomatic missions. Implemented innovative management strategies to streamline operations and optimize resource utilization in event planning and diplomatic engagements.

## **REFERENCES**

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[Available upon request.]

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