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Shaima Gargash has worked in the Policy Planning Department (PPD) at the UAE Ministry of Foreign Affairs (MOFA) for the past two and a half years. Her main mandate is to advise, conduct policy work, organize conferences, produce briefs for His Highness the Minister of Foreign Affairs, and assist other departments within the Ministry. At PPD, Ms. Gargash covers work related to various countries and regions, including Egypt, Asia and the Americas; in addition to various themes related to Foreign Assistance, Human Rights, and Public Diplomacy.

Ms. Gargash has previously worked in both the public and private sectors dealing with economic and socio-political issues. Ms. Gargash was involved in assisting and working on the initial phases of the Medium-Term Expenditure Framework (MTEF) for the government of Abu Dhabi at the Abu Dhabi Department of Finance. She also conducted research on the Gulf Cooperation Council (GCC) states during the initial discussions of the currency unification.

In 2008, Ms. Gargash was part of the core team that was involved in the UAE's First Universal Periodic Review (UPR) report at the Human Rights' Council. During the same period and working for the Ministry of State for Federal National Council Affairs (MFNCA), she assisted in publishing a women's public relations paper. In 2009, Ms. Gargash worked on a research paper in collaboration with the Dubai School of Government (DSG) on "Women's political Participation in the UAE" during her work at the MFNCA.

Ms. Gargash holds a BA in Economics and a minor in International Relations from the American University of Sharjah, and a Masters in Public Administration from the Dubai School of Government in the UAE. She is married to Fadel Al Mheiri, Filmmaker/ Scriptwriter, and has a 3-year old daughter.