

# SAM MANSUL

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## ADMINISTRATIVE SUPPORT & LOGISTICS COORDINATOR

Results-driven administrative and logistics professional with extensive experience in telecommunications, procurement, and operational coordination within international organizations. Adept at optimizing workflows, managing high-stakes communications, and overseeing multimillion-dollar procurement processes to enhance efficiency. Skilled in strategic planning, financial oversight, and network infrastructure management. Fluent in Arabic, English; professional proficiency in French and German.

### Areas of Expertise:

Procurement & Vendor Management | Budget Planning & Cost Optimization | Administrative Operations | Telecommunications Infrastructure | Network Security & Maintenance | Strategic Planning & Process Improvement | IT & Database Management | Logistics & Travel Coordination | Virtual Meeting & VTC Systems | Multilingual Communication

## PROFESSIONAL EXPERIENCE

UNITED NATIONS, Geneva, Switzerland

### **Administrative Assistant**

Apr 2018 – present

- Managed high-level engagements for UN agencies and senior officials, coordinating 15+ monthly meetings and 80+ Security Council virtual briefings, ensuring strategic alignment and diplomatic outcomes.
- Oversaw travel logistics for 100+ participants, managing visas, flights, security clearances, and accommodations, reducing administrative processing time by 30%.
- Planned and executed four global conferences for 300+ diplomats, facilitating critical discussions on international policy and humanitarian efforts.
- Led procurement and inventory management of \$300K+ in office supplies via Umoja and iNeed, distributing 50+ devices while optimizing a \$200K budget, reducing expenses by 15%.

UNITED NATIONS OFFICE OF INTERNAL OVERSIGHT SERVICES, Damascus, Syrian Arab Republic

### **Telecommunications Assistant**

Nov 2012 – Mar 2018

- Streamlined leave tracking, budget monitoring, and meeting coordination for 50+ personnel; implemented a billing system for 35 employees, cutting payment processing time by 40%.
- Procured and deployed a VTC system, improving virtual meeting efficiency for senior leadership and facilitating 60+ high-level engagements annually.
- Installed and configured 70 VHF radios, expanding operational communication by 30%, while managing VTCs and audio bridges to ensure 99% uptime for leadership connectivity.
- Developed strategic reports by analyzing operational and financial data, enhancing budget forecasting accuracy by 20% and optimizing procurement decisions.

UNITED NATIONS SUPERVISION MISSION IN SYRIA, Damascus, Syrian Arab Republic

### **Telecommunication Technician**

May 2012 – Oct 2012

- Reduced service disruptions by 25% through proactive maintenance, network upgrades, and troubleshooting of UNSMIS telecommunications infrastructure.
- Handled mobile service operations, processing \$100K+ annually in vendor payments and billing reconciliation, ensuring uninterrupted communication services.
- Collaborated with IT specialists resolving technical issues and deploying VHF repeaters across 10+ team sites, increasing radio coverage by 40%, while managing communications for 100+ field personnel by installing, configuring, and optimizing 250 radios for mission-wide connectivity.

Prior Experience: ORGANIZATION NAME, Syrian Arab Republic | **Network Technician**

10/2009 – 11/2011

RAMADAN'S COMPANY FOR NETWORKING, Syrian Arab Republic | **Communications Technician** 04/2007 –

02/2009

## EDUCATION & CERTIFICATIONS

