

SAM MANSUL

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ADMINISTRATIVE SUPPORT & LOGISTICS COORDINATOR

Professional Summary Placeholder: This section should be tailored to the role you are targeting and how it aligns with your skills and unique value add to the organization. It's a brief statement of intent and should not exceed more than 3-4 lines. This is where you can include your language skills: Fluent in Arabic, English; Professional knowledge of: French, German

Areas of Expertise / Leadership Expertise / Core Competencies:
Skill | Skill | Skill | Skill | Skill | Skill | Skill | Skill | Skill | Skill

PROFESSIONAL EXPERIENCE

ORGANIZATION NAME, Geneva, Switzerland

Administrative Assistant

Apr 2018 – present

- Facilitated high-level strategic engagements by managing monthly meetings and in-person conferences for UN agencies and senior officials, while ensuring seamless coordination of 80+ Security Council virtual briefings.
- Oversaw comprehensive travel logistics for 100+ participants managing visas, flights, security clearances, accommodations, and transport to ensure smooth participation in diplomatic events.
- Planned and executed four conferences attended by 300+ diplomats, facilitating critical international discussions.
- Led procurement and inventory management for office operations, overseeing acquisition of essential supplies via Umoja and iNeed, distributing 50 computers and 40 mobile phones to personnel, and ensuring proper asset tracking.
- Conducted cost analysis of monthly service bills to optimize budget planning and identify savings opportunities.

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

Telecommunications Assistant

Nov 2012 – Mar 2018

- Optimized administrative and financial operations by managing leave tracking, coordinating meetings, and overseeing budget monitoring, improving workflow efficiency.
- Implemented a billing system for 35 employees, streamlining vendor payments and enhancing financial tracking. Led software and equipment troubleshooting to minimize downtime.
- Procured and deployed VTC system for the Damascus office, improving virtual meeting efficiency for senior leadership and facilitating 60+ high-level engagements.
- Installed and configured 70 VHF radios, enhancing operational communication. Managed VTCs and audio bridges, ensuring seamless connectivity for leadership.
- Managed section databases, generating reports to support procurement, budget planning, and strategic decision-making.
- Analyzed operational and financial data, improving resource allocation and enhancing financial forecasting accuracy.

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

Telecommunication Technician

May 2012 – Oct 2012

- Managed VHF radio communications (vehicle-mounted and handheld) and optimized the UNSMIS voice and data network.
- Conducted routine maintenance, upgrades, and troubleshooting for UNSMIS telecommunications infrastructure, reducing service disruptions.
- Handled mobile service operations, including vendor payments, billing reconciliation, and service request management to streamline communication services.
- Collaborated with telecom and IT specialists to resolve complex technical issues and deploy VHF repeaters across team sites, improving radio coverage and operational efficiency.
- Planned, installed, and configured 250 VHF radios and analyzed network performance to support strategic decision-making for mission-wide communication.

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

Commented [1]: → Missing Metrics: [How many meetings per month?] [What was the outcome? Did these meetings drive policy decisions, operational changes, or diplomatic agreements?] [What stakeholders were involved?]

Commented [2]: → Missing Metrics: [What was the total travel budget managed?] [What efficiencies were achieved (e.g., cost reductions, streamlined processes, reduced processing time)?] [Were there risk mitigations or crisis interventions?]

Commented [3]: → Missing Metrics: [What was the total procurement budget?] [How much cost savings were identified?] [How did asset tracking improve efficiency (e.g., reduction in lost or unaccounted-for equipment)?]

Commented [4]: How to instructions: https://scribehov.com/shared/How_To_Combine_Roles_with_Similar_Tasks__KR_jR1AKRPC9JO7adPa86Q

Commented [5]: → Missing Metrics: [How much cost/time savings resulted from the billing system?] [What percentage reduction in service disruptions due to troubleshooting?]

Commented [6]: → Missing Metrics: [What was the budget for the VTC system?] [How did the 70 radios impact response time or communication coverage?]

Commented [7]: → Missing Metrics: [How many databases?] [What percentage improvement in budget accuracy?] [How much cost reduction or efficiency gain was achieved?]

Commented [8]: → Missing Metrics: [How many devices managed?] [What improvements in network uptime or quality?]

Commented [9]: → Missing Metrics: [What percentage reduction in service outages?] [How much in vendor payments was processed?] [What cost savings or efficiency improvements were achieved?]

Commented [10]: → Missing Metrics: [What percentage improvement in coverage or operational efficiency?] [How did the performance analysis impact decision-making (e.g., cost savings, response time improvements)?]

EDUCATION & CERTIFICATIONS		
ARAB INTERNATIONAL UNIVERSITY, Damascus, Syrian Arab Republic	BS, Computer & Communication Engineering	03/2012