

# Curriculum Vitae

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Abdul Karim Mansour

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## About Me

I want to utilize my education and experience to further my professional development. I am a hardworking and very determined person who is extremely passionate about my work; an excellent team player who thrives on challenges with good networking and communications skills.

I lead a life centred on impregnable integrity, high moral and ethical standards by benchmarking my behaviour against this acid test 'am I on the right track to achieving my goals and that of my organisation honestly and loyally?'

## Personal Information

Last Name	-	Mansour
First Name	-	Abdul Karim
Date of Birth	-	April 11 <sup>th</sup> 1986
Place of Birth	-	Kenema, Sierra Leone
Nationality	-	Sierra Leonean
Marital Status	-	Single

## Educational Background

High School Diploma - 2003

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Kamboi Lebanese International School

*Distinction in English & Economics; Very Good in Mathematics, Accounting, Business Management, & Commerce.*

Scholastic Aptitude Test (SAT) – Reasoning Test – 2007

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Scores - *Critical Reading: 520 (55% percentile); Math: 620 (79% percentile); Writing: 610 (83% percentile).*

United Nations Institute for Training & Research (UNITAR)  
 Programme of Correspondence Instruction Operations (POCI) – 2007 To Present

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Student of UNITAR POCI. Passed the following courses:

- *An Introduction to the UN System:* 84%
- *Commanding Peacekeeping Operations* 92%
- *Logistical Support to UN Peacekeeping Operations* 84%
- *Operational Logistical Support* 94%
- *Currently studying "Advanced Topics in United Nations Logistics"*

Association of Chartered Certified Accountants (ACCA)  
 Certified Accounting Technician Scheme – 2006 To Present

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Passed the following papers:

- *Recording Financial Transactions*
- *Information for Management*
- *Maintaining Financial Records*
- *Managing People & Systems*
- *Drafting Financial Statements*
- *Currently studying "Accounting for Costs" & "Planning, Control & Performance Management"*

## Work Background

### A. A. Enterprises (SL) – January 2008 to Present

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**Place:** Freetown, Sierra Leone

**Position:** Deputy Director of Administration (Salary: \$12,000 per annum)

**Responsibilities:** Handle company accounts (Accounts Payable, Accounts Receivable, Bank Accounts, etc); Work on and submit bids; Design company brochure and website; Assist Director of Administration in administrative issues and fill-in his space in his absence. Place international orders, track shipments, and handle paper-work.

### Cardinal Investments (Liberia) Ltd. – May 2006 to December 2007

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**Place:** Monrovia, Liberia

**Position:** Regional Manager (Salary: \$12,000 per annum)

**Responsibilities:** Attend official meetings with the UN & NGOs; provide logistical support to the company's various construction sites; submit bids and attend bid meetings, manage all personnel and personnel-related issues; responsible for the company's PR & IT. Deposit and withdraw cash from bank account and act on behalf of the General Manager on most issues and transactions of the company.

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**A. A. Enterprises (Liberia) – March 2005 to May 2005**


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**Place:** Monrovia, Liberia

**Position:** Store Manager (Salary: \$12,000 per annum)

**Responsibilities:** Manage day-to-day sales; handle deliveries and supplies of furniture and generators to various institutions and organizations; and responsible for two employees.

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**All Business Supply – May 2003 to March 2005**


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**Place:** Monrovia, Liberia

**Position:** Store Manager (Salary: \$8,400 per annum)

**Responsibilities:** Also manage day-to-day sales; handle creditors and debtors; responsible for two employees; deposit and withdraw cash from bank account.

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**Barakat Communications Center – January 2003 to February 2005**


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**Place:** Kenema, Sierra Leone

**Position:** Owner & General Manager (Profit: Approx. \$18,000 per annum)

**Responsibilities:** Manage the day-to-day transactions. Handled customers & creditors. Responsible for sales of Computer Hardware & Software Maintenance; Internet connectivity & network troubleshooting; Desktop publishing & photocopying services; International calls and faxing; Sale of computer parts & accessories.

### Linguistic Abilities

Language	Read	Write	Speak
English	Excellent	Excellent	Excellent
Krio	Excellent	-	Excellent
Arabic	Excellent	Excellent	Excellent

### Interests & Hobbies

These include: Reading all sorts of books, encyclopedias, world history, and UN-related publications; working with computers, internet, and electronics; sports especially basketball, and volleyball.

## Referees

Mr. Benjamin Arthur – Procurement Officer – UNDP Sierra Leone  
+232 33 341156 – [benjamin.arthur@undp.org](mailto:benjamin.arthur@undp.org)

Mr. Alie Ahmed – Managing Director – A. A. Enterprises (SL) – **Current Supervisor**  
+232 76 610891 / +232 33 610891 – [info@aaenterprises-africa.com](mailto:info@aaenterprises-africa.com)

Mr. Hassan Razik – Managing Director – Cardinal Investments (Liberia) Ltd. – **Previous Supervisor**  
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