

Bader Ali Ahmad

Nationality: Lebanese | **Address:** Beirut, Lebanon

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Detail-oriented Travel Administrator with experience in data entry, coordination, and workflow optimization. Skilled in communication, document management, and enhancing processes for efficiency.

EXPERIENCE

Junior Travel Administrator | AZADEA Group

October 2023 – Present

- Handle data entry for travel applications, processing an average of 12 visa applications weekly with precision, efficiency, and attention to detail.
- Ensure timely document collection and application processing, closely coordinating with travelers, agencies, and embassies to address any issues effectively.
- Update and maintain the Azadea travel site with accurate information on visa requirements, embassy translations, taxi services, exhibitions, and country-specific details.
- Coordinate with translation companies to ensure on-time delivery of documents and actively identify better pricing options for services, improving cost-efficiency.
- Work with the IT team to enhance automated travel applications, improving workflow, optimizing processes, and enhancing the overall user experience.

Outreach Officer | The Nawaya Network

February 2024 – July 2024

- Assisted in recruiting 50-60 eligible youth during the consultancy phase, actively participating in meeting program objectives and expanding the reach.
- Supported the implementation of the outreach plan, ensuring that all targets outlined in the PD signed by the Donor were fully met.
- Filtered applicants to retain those meeting the EH program criteria, ensuring accurate and thorough data tracking for consistent reporting purposes.

EDUCATION

Bachelor of Business Administration in Accounting and Auditing | Lebanese University

January 2023

TRAINING AND CERTIFICATE

Employed Hub Program | The Nawaya Network in partnership with GIL and UNICEF

July 2023 – October 2023

Completed 35 hours of online training on employability and soft skills, enhancing communication, teamwork, and problem-solving abilities. Participated in 5 hours of one-on-one coaching sessions for personalized career development. Finished 18 hours of upskilling in project management to strengthen organizational and execution skills.

VOLUNTEERING

Lebanese Red Cross Volunteer – Youth Sector

December 2022 – December 2024

- Facilitated the HVP Program, supporting youth engagement, organizing activities, and promoting community development.

SKILLS

Soft skills: Communication, Organization, Problem-Solving, Time Management, Teamwork, Adaptability, Attention to Detail, Multitasking, Customer Service, Negotiation.

Technical skills: Data Entry, Document Management, Workflow Optimization, CRM Systems, Microsoft Office Suite (Excel, Word, PowerPoint), Process Improvement, Travel Coordination, Automated Systems Enhancement, Budgeting Basics, Reporting.

LANGUAGES

Arabic (native), English (fluent).