



✉ ahmad_chehab333@hotmail.com

🏠 Beirut

🚗 Personal vehicle

☎ +961 71 117 924

Skills

Strong Leadership Qualities:

- Demonstrated leadership capabilities with an excellent team spirit and problem-solving skills.

Adaptability:

- Quick at adapting to diverse working environments.

Verbal Communication and Patience:

- Proficient in articulating ideas clearly and patiently addressing queries and concerns.

Voluntary experience

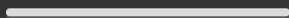
- Volunteered with Lebanon's Civil Defense, providing essential support in emergency response and disaster relief operations.

Computer skills

NOVA



Data entry



Microsoft Excel



Tableau desktop



LARA



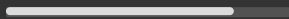
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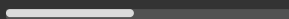
Microsoft (Word ,PowerPoint)



SQL



C++



Ahmad Chehab

MIS graduate with hands-on experience in logistics and booking operations at CMA CGM. Adept at managing complex data flows, processing operational updates, and working with global teams. Brings a mix of technical insight, adaptability, and business understanding to drive efficiency and support team success.

Work experience

Intermediate booking agent

Since April 2024 [CMA CGM](#) Beirut, Lebanon

- Handle high volumes of booking amendments with accuracy and speed under tight deadlines.
- Process and validate hazardous cargo bookings (IMO shipments) in compliance with IMDG Code and company policies.
- Ensure correct documentation and approvals for HAZ shipments, minimizing compliance risks.
- Coordinate with operations, documentation, and customer service teams to resolve booking issues quickly.
- Provide consistent customer support by addressing booking queries and delivering timely updates.
- Work effectively under pressure in a fast-paced, high-volume environment.

Field officer

From March 2021 to August 2022 [WORLD LEARNIG KITABI PROGRAM](#) | Beirut, Lebanon

- Support for product distribution across all primary public schools in Lebanon.
- Handle the data entry and data verifications owners.
- Communicate with vendors and beneficiary.
- Support in training series of primary public school teachers.

Data entry operator

From January 2021 to December 2021 [Médecins Sans Frontières](#) beirut
Project Involving Refugees

- Collaborated on a critical data entry project with Médecins Sans Frontières at Beirut Hariri Hospital, focusing on refugee assistance.
- Played a key role in accurately managing and entering crucial patient data, ensuring efficient and effective support for refugee healthcare.
- Demonstrated strong organizational skills, attention to detail, and the ability to work under pressure in a fast-paced, humanitarian environment.

Data entry operator

From August 2020 to January 2021 [MEDECIN SANS FRONTIERE](#) | Beirut, Lebanon

The emergency project was for 6 month as a response after Beirut blast:

- Registration of patients coming to the services (non-communicable diseases; mental health; health promotion).
- Submit daily report of the main indicators (Total number of patients, beneficiaries, etc...)
- Helping the pharmacist in medicines organization on the shelves, medicines stock inventory.
- Using kobo to collect data for the survey that was conducted at the end of the project.

Cashier

From October 2018 to July 2020 [ROADSTER DINNER](#) Beirut, Lebanon

- Using squirrel system to encode orders and issue bills.
- Work on monthly items inventory and prepare the new orders.

Education

Bachelor of Management Information Systems (MIS)

From 2018 to 2021 [lebanese international university](#) Beirut, Lebanon

- Acquired a comprehensive foundation in integrating information technology solutions with business management principles to drive organizational efficiency and innovation.
- Developed skills in analyzing business requirements, designing IT strategies, and managing projects to optimize information systems and network management.
- Prepared for roles in systems analysis, IT project management, and information systems management, with a focus on enhancing business operations through technology.

Lebanese General Secondary Certificate,

2017 [beirut](#) Lebanon