

## Curriculum Vitae

### Personal data

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### Education

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2009 – 2010 **King's College London, UK** - MSc International Management – researched Corporate Governance in financial institutions  
2007 – 2008 **Cass Business School, City University, London, UK** - MSc Insurance and Risk Management – major in Finance  
2005 – 2006 **London Metropolitan University, London, UK** - MA International Relations - major in Politics  
2000 – 2004 **Caucasus School of Business, Tbilisi, Georgia** - Bachelor of Business Administration – major in Finance and Accounting

### Employment and work experience

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Sept 2011 – present ***Adviser to the Chairman on Migration Issues at the Civil Registry Agency under the Ministry of Justice of Georgia***, Tbilisi, Georgia

- Developing projects facilitate socio-economic reintegration of returned migrants through social support, start-up and other employment initiatives;
- Negotiating and preparing operational procedures to enhance possibilities of temporary legal labour emigration which will ensure brain circulation and result in triple win outcome for all participants.

Feb 2011 – present ***Invited Lecturer at Caucasus School of Business, Caucasus University***, Tbilisi, Georgia

- Teaching Managerial and Financial Accounting to the bachelor level students;
- Developing new course structures for the existing modules; working closely with the faculty in re-designing courses towards more practicality.

Feb – Sept 2011 ***Adviser at the Revenue Service (Tax & Customs Administration) under the Ministry of Finance of Georgia***, Tbilisi, Georgia

- Prepared proposals concerning the possible new developments in tax and customs affairs; the most recent project involved offering VAT refund service; the proposal had been accepted and implemented

- Represented the Service at the international conferences arranged by the World Customs Organisation, TAXUD, and intergovernmental commissions in the matters of cooperation in the field of tax and customs.

Nov 2008 -Aug 2009 ***Project Manager at EuroProject Ltd.*** London, UK

- Directed the mining project in South America, involving Platinum Group Minerals (PGM) and iron ore deposits, from the process set up to the formation of the financial structure and securing funding from the private and corporate investors and banks;
- Produced feasibility study and researched market regarding the establishment of the permanent presence in the UK.

Sep 2007– July 2008 ***Senior Project Advisor at Amisfield Investments Ltd,*** London, UK

- Advised the management and negotiated with the Fraunhofer IVV in Germany regarding the changes in the terms of agreement concerning the licensing of food technologies to Europe and CIS countries;
- Liaised with possible partners, mainly established food producers, as well as participated in presentations concerning the entry in the new markets.

Jan – Sep 2007 ***Project Manager at EuroProject Ltd. Moscow, Russia***

- Managed exploration phase of the oil project with multi-million US dollar budget in Russia. The project has been sold in October 2010 earning substantial returns;
- Supervised the project exploring the possibility of introducing new generation food technologies developed by Fraunhofer Institute of Process Engineering and Packaging (Fraunhofer IVV) in Germany and advised the board of directors regarding its feasibility and market entry strategies.

Jun – Dec 2006 ***Project officer at Pharmaclon – pharmaceutical company managed by EuroProject Ltd. Tbilisi, Georgia***

- Established relationship with the state pharmaceutical licensing agency and the authorities vital in acquiring licenses necessary to import pharmaceutical products to the Georgian market.
- Investigated market for the demand of the products, compliance to the local standards and negotiated with partner organisations for the initial stage of the product entry in the market;

Jan – Dec 2004 ***Financial Manager at Food Processing Plant Degustare JSC, Tbilisi, Georgia***

- Designed financial structure and built the supply chain system for the efficient reporting, cost reduction and performance improvement;
- Set up procedures to support company's growth needs, negotiated with banks, developed and implemented expansion scheme.

Jan-Jun 2003 ***Assistant professor in Corporate Finance and Accounting at Caucasus School of Business, Tbilisi, Georgia***

- Assisted professor in preparing lectures and examinations, invigilated unseen exams and assured the impartiality and confidentiality;
- Acted as a liaison between the students and the university.

### **Internships**

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Sep – Dec 2003 ***Intern in the SME loans' department at TbilUniversalBank (acquired by Bank of Georgia in 2004), Tbilisi, Georgia***

- Analysed financial statements and operations of the small and medium size corporate customers for the creditworthiness;
- Assisted the chief loan officer during the site visits for the assessment of the operations and the purposeful use of the allocated loans.

### **Language skills**

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English (fluent), Russian (fluent), Georgian (native), French (basic)

### **Computer skills**

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Proficiency in Microsoft Office applications, including experience in risk modelling in Excel; advanced knowledge of SPSS applications

### **Interests**

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Hiking, tennis, travelling, working on cloisonné enamel and filigree jewellery