



2020-02-22

kobaladze tina**tabidze****batumi****mobile:** (+995) 597 91 33 93

38 years old

Job locations : Autonomous Republic Of Adjara >>

Batumi

Gender : Woman**Education :** Bac + 4, Master**Experience :** 5 years - 10 years**You are currently :** Jobseeker**Industry :** Administrative / Secretarial**Position :** Management / Administration**Mobility :** Regional**Notice :** negotiable**Contract :** Long term, Contract**Availability :** Full Time, Part Time**Driver's Licence :** Light Vehicle

Administrator, Manager, HR, Secretary

GE01227362

Work experiences

Tenders, HR, QMS (Management / Administration)

operating in electronic system of the state procurement, managing human resources, managing Quality Sytem according to ISO 9001:2008

Company : Creative Impressions Caucasus Ltd, Batumi (Construction Building)

March, 2006 - January, 2015

Education

English language, translating and interpreting (Bachelor, Bachelor of Professional)

student

Institution : BATUMI STATE UNIVERSITY, BATUMI

2005

pilology (Bac + 4, Master)

master

Institution : BSU, Batumi

2007

operating of electronic system of the state procurement (Without high)

traning

Institution : Caucasian Institute for economic and social research, Tbilisi

2011

Quality management System (Without high)

traning

Institution : USAID & EPI, Batumi

2012

Internal Audit of QMS (Without high)

traning

Institution : USAID & EPI, Batumi

2012

Rules for Record Keeping (Without high)

traning

Institution : USAID & EPI, Batumi

2012

Languages

English : Fluent

Russian : Fluent

[CV \(pdf\) : Download CV](#)