

Giorgi Uglava

Mobile: 995595500084

Email: giorgiuglava@gmail.com

Relation ship: Single

Date of birth: 26.08.1990



Education

Akaki Tsereteli State University, Georgia, 09.2015 - 07.2017. public administration Master Degree. Faculty of Business Law and Social Sciences,

Akaki Tsereteli State University, Georgia, 09.2011 - 03.2015 Computer Technologies, Bachelor. Faculty of Exact and Natural Sciences,

Kutaisi National Teaching University, Georgia, 10.2007 - 07.2011 Computer Science, Engineering Bachelor,

Work Experience

LABOR SAFETY MANAGER, KUTAISIS UNIVERSITY 17.08.2020- Until today.

LABOR SAFETY MANAGER, LTD. D&T ENGINEERING AND CONSTRUCTION 01.01.2020-30.06.2020 (6-months)

Leading Specialist, N.N.D.P. Center of Public Health and Safe Environment in Kutaisi, 09.2014 – until today, (54 months - 4 years and 6 months)

Responsibilities: Technical and financial provision of the service. Production of financial and accounting case, creating a year's procurement plan and distribution of the purchased products on time, management of computer hardware and networking and working on different letters and documents. Discussing service's future plans and programs. At that time, participation in program implementation.

Reason of Leaving:

Until today.

Leading Specialist, Health, Social Issues and IDPs service of Kutaisi Municipality City Hall 07.2014 - 09.2014, (2 months - 0 years and 2 months)

Responsibilities: Technical and financial provision of the service, Production of financial and accounting case creating a year's procurement plan and distribution of the purchased products on time, management of computer hardware and networking and working on different letters and documents. Discussing service's future plans and programs. At that time, participation in program implementation.

Leading Specialist, Kutaisi City Hall Public Health Service "Public Health Care" Program, 01.2014 - 07.2014, (6 months - 0 years and 6 months)

Responsibilities: Technical and financial provision of the service. creating a year's procurement plan and transferring to the head of the service, promoting the actions and projects of the Service in Social Networks and Mass Media, Ensure proper work of computer systems and networks. Also helping the accountant.

Leading Specialist Kutaisi City Hall Health Care Service, Public Health Program & quot ;, 06.2013 - 01.2014, (7 months - 0 years and 7 months)

Responsibilities: Technical and financial provision of the service. Production of financial and accounting case, creating a year's procurement plan and distribution of the purchased products on time, management of computer hardware and networking and working on different letters and documents. Discussing service's future plans and programs. At that time, participation in program implementation

Reason of Leaving: The service name was changed and merged with another service

Public Health Program Specialist, Kutaisi City Hall Public Health Service, 02-12-2011, (16 months - 1 year and 4 months)

Responsibilities: Technical-material provision of the service. management of computer hardware and networking, Participation in various programs and solving technical issues. Public relations and introduction of the function and duties of the service.

Internships, Self-Governing Sports, Culture, Education, Monument Protection and Youth Affairs service of Kutaisi City Hall, 03.2010 - 02.2012 (23 months - 1 year and 11 months)

Responsibilities: Participation in the planning and implementation of cultural, sports and youth activities of the service, cooperation with different educational and sports organizations. Responding on the documents entered into service on time. Participation in consideration of certain tasks for the performance of the Action Plan. Also performing various tasks given by the head of the service.

Reason of Leaving: I was officially appointed as a leading Specialist of Health, Social Issues and IDPs service of Kutaisi Municipality City Hall

Manager, Electronic Shops Network "Aray Tomorrow" Kutaisi, 01.2010 - 01.2011, 300 I, (12 months - 1 year and 0 months)

Responsibilities: Find the personnel, controlling them and ensuring the functioning of the network. Retraining staff in store. Explaining the functions of the technique and introduction of the origin Description and controlling technique obtained in the store.

Reason of Leaving: Starting new job

Full work experience 110 months (9 years and 2 months)

Languages:

Georgian (Speaking: C2, Writing: C2) English (Speaking: B2, Writing: B2) Russian
(Speaking: C1, Writing: C1)

Computer programs

Microsoft Office Word (very good), Microsoft Office Access (good), Microsoft Office PowerPoint (very good), Microsoft Office Project (good), Microsoft Office Excel (very good), Microsoft Office Outlook (very good), eflow (very good), eDocument (very good), ORIS (good), Microsoft Office Visio (good)

Trainings, other achievements

PROFESSIONAL SKILLS TRAINING ENVIRONMENT LTD 15.10.2019 -06.12.2019
LABOR SAFETY SPECIALIST

Community College Elite, 05.2018-07.2018
Accounting,

Hungary "Elemens Academy", 09.2015-09.2015
Training for trainers

Ukraine, 08.2014-09.2014
European citizenship rights and obligations

World Bank and Youth Voices, 03.2013-03.2013
Reproductive Health,

Community College, 09-12-2012
The manufacturer of the hotel,

Poland, 05.2012-05.2012
Good way for professional activities,

Profesional College, Iberia, 09.2010-05.2011
Computer technician operator,

Business Concentration Center, 06.2007-06-07
Gender and Politics in Georgia,

Kutaisi Zacharia Paliashvili # 2 Music School, 09.2002-07.2007
Vocal section

Recommenders

Maia Nadareishvili, AYIPP Public Health and Safety Environment Center, Director,
maianadareishvili@gmail.com , 551554880,

Nugzari Kokhreidze, Research-Intellectual Club "Dialogue of Generations", Chairman,
ricdog@live.com,593180746

More information

Wanted salary: 0

I was a member of two NGOs

1. Research-Intellectual Club "Dialogue of Generations" (Board member)
2. AISEC KUTAISI PR manager

Family members

Mother, Vardo Feradze, 25.10.1955, Georgia, Kutaisi, Galaktion Tabidze N66 Small Business Entrepreneur

Father, Otar Uglava, 15.02.1950, Georgia, Kutaisi, Galaktion Tabidze N66

Sister, Nino Uglava, 02.03.1988, Georgia, Kutaisi, Sales and Development Manager of Galaktion Tabidze # 66

Contact Information:

Father's name:	Otari
Gender:	Male
Citizenship:	Georgian
Military Obligation:	Non-military obligation
Personal number:	60001125168
Series:	d1419444
Factual Address:	Galaktion Tabidze # 66, Kutaisi, Georgia
Registration Address:	Galaktion Tabidze # 66, Kutaisi, Georgia
Driving license number:	DH1462377
Home phone number:	0431251524
Work phone number:	0431247600