

PROFILE

Experienced and self-motivated Human Resources Manager with six years of experience in Human Resources of cross industrial fields such as power supply, steel manufacturing, HPP constructions, door and coatings manufacturing.

HIGHLIGHTS

Human recourse professional
Administrative management
PhD candidate in Management
Talent Acquisition
Staff Coaching & Mentoring

Employee Performance Improvement
Leadership development
HR Policy, Process & Systems
Design Change Management Workforce
Planning & Development

PROFESSIONAL EXPERIENCE

07.2020 – present “Chemicals coating trading” LLC Rustavi, Georgia

HR Manager

About the Company:

“Chemicals coating trading” offers consumers high quality coatings produced with modern standards and connects Georgia to European partners, customers and dealers.

Activities performed:

- Development of Human Resource Management policies and procedures;
- Compilation and updating of job analysis and job descriptions;
- Work in HR program (SmartTime);
- Organizing recruiting (placing a vacancy; finding candidates; conducting interviews; selecting the appropriate candidate, onboarding);
- Organizing leave management process;
- Creating a system of motivation/encouragement and monitoring its effectiveness;
- Periodical salary system efficiency analysis;
- Promoting the development of communication processes;
- Maintaining employees' personal files;
- Employee delay/absence control;
- Performing other types of duties related to the position.

06.2018 – 07.2020

“Retco LLC”

Rustavi, Georgia

HR and Administration Manager

About the Company:

“Retco LLC” is operating in Energy Sector. Company profile includes production of power transformers and substations as well as installation of Medium and low voltage power transmission lines

Activities performed:

- Contributed to the development and implementation of new policies and procedures
- Mediated and conflict resolution on employee issues using current policies and

disciplinary actions

- Worked closely with management to determine staffing requirements, identified and recommended potential candidates
- Created vacancy texts and publishing them on job sites, linkedin, facebook, etc.
- Developed and implemented an internship program
- Contacted HR managers for collaboration, took some recommendations from them
- Screened resumes, hold interviews and made dashboards
- Created databases of candidates
- Used Ukraine's job sites and hired specialists
- Made onboarding process of new joined employees
- Prepared offers, working agreements and personal files of employees
- Managed paid leaves, sick leaves and business trips
- Monitored and check time sheets
- Gave employee related information to accounts for payroll
- Created company's employee handbook outlining payroll, benefits, company policies, breaks and leaves
- Identified training needs and make appropriate trainings
- Started implementing MBO system
- Coached managers on supervisory skills to increase communications, clarify expectations and improve performance.
- Deal with insurance companies and managed all related procedures
- Deal with corporate number companies and managed all related procedures

01.2018– 06.2018

“GeoSteel LLC”

Rustavi, Georgia

Project Manager's and Administration Assistant

About the Company:

“GeoSteel LLC” is one of the largest direct foreign industrial investments in Georgia, which produces reinforcement bars and provides construction materials for many important projects such as the Parliament of Georgia in Kutaisi, M2 and etc.

Activities performed:

- Managed incoming and outgoing correspondences
- Interpreted official letters and meetings – provided written and verbal translation
- Negotiations with contractors for construction buildings/HPPS (assisting to PM)
- Supported all the events within company
- Visited sites with PM and assisting accordingly in all related issues with HPP
- Managed business trips

10.2014– 01.2018

“GeoSteel LLC”

Rustavi, Georgia

HR Specialist

About the Company:

“GeoSteel LLC” is one of the largest direct foreign industrial investments in Georgia, which produces reinforcement bars and provides construction materials for many important projects

such as the Parliament of Georgia in Kutaisi, M2 and etc.

Activities performed:

- Managed HR responsibilities for 600 employees.
- Identified and executed legal requirements and Government regulations affecting human resources functions and ensure that policies, procedures and reporting are in compliance.
- Provided daily administration, guidance and interpretation of HR policies and procedures
- Prepared appointment, termination, internal regulation violation and other related orders;
- Managed all the employee relation functions.
- Follow up of expatriate documentation and renew as per the regulations
- Monitored attendance using Smartchoice program
- Made discrepancies based on timesheets and program based attendance, found out reasons and corrected accordingly.
- Supported HR Manager in preparing payroll
- Conducted recruiting process, started from first visual screen of CVs and at the second stage phone screen
- Hold interviews with short listed candidates
- Kept database of all candidates for next vacant position
- Made receiving procedure of new comers, including documents and registered in program
- Planed and implemented team building activities
- Maintained updated information in Geocore about all employee related data (personal, working agreement conditions, all type leave balance, disciplinary violations, etc.)
- Updated personnel files of employee's with hard copies

01.2014– 06.2014

“Rustavi Steel LLC”

Rustavi, Georgia

QA Specialist

About the Company:

In 2011, “Rustavi steel LLC” was established to acquire the assets of the Rustavi Metallurgical Plant. The Plant is the largest metallurgical complex in the entire Caucasus region producing steel, hot-rolled seamless pipes and various products made of pig iron, aluminum or iron. The Plant produced seamless pipes to meet the requirements of the oil fields of Kazakhstan, Azerbaijan, Turkmenistan and the Middle East.

Activities performed:

- Assisted of the internal auditor to check the documentation as per the ISO 9001:2008 standards.
- Checked new editions of international standards of steel pipes and reinforcement bars (including EN, API and ГОСТ)
- Updated internal business procedures to be in compliance with internal ISO regulation

- book
- Prepared new procedure in case of necessity with consultation of the employees responsible for the particular process

EDUCATION

2015 – Present **Tbilisi State University /PhD candidate of Management** Tbilisi, Georgia
2013 – 2015 **Tbilisi State University /MBA with honors** Tbilisi, Georgia
2008 – 2012 **Tbilisi State University /BA with honors** Tbilisi, Georgia
2011 – 2012 **ATEI Thessaloniki / Business and Tourism (Certificate)** Thessaloniki, Greece

COMPUTER SKILLS

Computer programs (MS office, Outlook, SPSS, Geocore, Smartchoice, SPSS, FMG)

LANGUAGES

Georgian - Native
English – Fluent
Russian – Good

ACHIEVEMENTS

1. Certificate of participation in different scientific conferences
2. Scholar of Erasmus Mundus Program
3. Scholar of President's scholarship

Professional Meberships:

- ✓ Member of HRPA | Human Resources Management Professionals' Association

TRAININGS ATTENDED

12.2019 - Modern management methods (Management Academy)
06.2019 - Personnel assessment and performance management systems (Management Academy)
11.2018 - Managing Employee Stress (BDO)
07.2017 - TOT -Training of Trainers (Georgian-European University)