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| **Europass Curriculum Vitae** |  |
| **Personal information** |
| First name(s) / Surname(s) | **Khatia Sirbiladze** |  |  |
| Address(es) | Samtredia Str. 4, apart. 18, Tbilisi Georgia Didi Digomi, 4 m/r, 7 apart, 34, Tbilisi Georgia |  |
| Telephone(s) | +995 32 234 50 82 | Mobile: | +995 598 62 77 19 |
| E-mail | khatiasirbiladze@gmail.com |  |  |
| Nationality | Georgian |  |  |
| Date of birth | 13.03.1992 |  |  |
| Gender | Female |  |  |
| **Education and training** |  |  |  |
| Dates Title of qualification awarded Principal subjects/occupational skillscoveredName and type of organisation providingeducation and trainingDates Title of qualification awarded Principal subjects/occupational skillscovered | 2014-2016Mastes Degree of Psychology and Educational Sciences Educational Program: Labor and Organization PsychologyIvane Javakhishvili Tbilisi State University, Faculty of Psychology and Educational Sciences, Georgia.2009-2014Bachelor Degree of Social and Political Sciences (Major Speciality, Psychology) Projects:„Modeling UNA“ - Providing interviews, preparing questionnaires and selecting applicants for the required positions of the project.„Estimation of Working Environment“ – Preparing queries and additional questionnaires; Providing statistical information.Social Project “Physiological Issues In Georgia” – Selecting data and providing additional interviews; Preparing Final Report.“Attitude to Religion” – Preparing queries and additional questionnaires; Providing interviews within people of particular or different social level.“Health Insurance Companies” – Preparing queries and additional questionnaires; Providing interviews within people of particular or different social level.Bachelor’s thesis (Research Papers) on the topic of ‘Partner Selection’. |

Name and type of organisation providing education and training

Dates Title of qualification awarded Principal subjects/occupational skills

covered Name and type of organisation providing education and training

Dates Title of qualification awarded Name and type of organisation providing education and training

Dates Title of qualification awarded Name and type of organisation providing education and training

# Work Experience

Dates Practical Course

Dates Trainee Course

Dates Working Experience

Dates Working Experience

Dates Working Experience

Dates Working Experience

Ivane Javakhishvili Tbilisi State University, faculty of Social and Political Sciences, Georgia.

2010-2014

Bachelor Degree of Exact and Natural Sciences (Minor Speciality, Information Technology)

Projects were developed through the various area Foundation step of Programming , Algorithms and Data Structures , VBA, Databases, Software Architecture etc.

Ivane Javakhishvili Tbilisi State University, faculty of Exact and Natural Sciences, Georgia.

2006-2009

Secondary Education

Tbilisi Secondary School №7, Georgia.

1998-2006

Primary and Secondary Education

Tbilisi Secondary School №155, Georgia.

December 2013 - May 2014

The Interior Ministry, Police Academy, Intern Psychologist

April 2014 –September 2014

Member of Wissol Group, Wissol Petrolium Georgia, Human Resources Department, Recruitment

September 2014 – January 2015

“Smart” member Of “Wissol Group”, Human Resources Departmant, Recruiting and Personnel Issues Providing Specialist

January 2015 – May 2016

“Smart”, “Wendy’s”, “Dunkin Donats” member Of “Wissol Group”, Human Resources Departmant, Recruiting Manager

May 2016 – September 2017

LTD “Georgian Water and Power” Personal and Professional Potential Assessment and Development Senior Specialist

September 2017 – September 2019

LTD “Georgian Water and Power” Head of Performance Assesment And Development Service

DatesSeptember 2019 – Present

Working Experience

Dates

LTD “European University” Head of Human resources management office

Working Experience

September 2019 – May, 2020

LTD ““Georgian Water and Power” Hr Consultant in Assesment systems

DatesSeptember 2019 – Present

Working Experience LTD “Kutaisi University” Head of Human resources management office

Mother tongue(s) **Georgian**

Other language(s) Self-assessment *European level (\*)*

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|  | **Understanding** | **Speaking** | **Writing** |
|  | Listening | Reading | Spoken interaction | Spoken production |  |
|  | B2 | Independent User | C1 | Proficient User | B2 | Independent User | B2 | Independent User | B2 | Independent User |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | C1 | Proficient User | C1 | Proficient User | C1 | Proficient User | C1 | Proficient User | C1 | Proficient User |

 **English**

**Russian**

 **Funded Projects** “Facilitation of internship and On-the-job Learning Opportunities”.

Our Program is pleased that through a partnership with the Institutional and Capacity Development Center (ICDC), we have successfully completed the project “Facilitation of internship and On-the-job Learning Opportunities”.

As a result of the project, the USAID/Georgia Economic Security Program:

🔹Placed more than 100 students from 13 universities and eight vocational schools in paid internships at 50 business companies;

🔹Out of 100 students, 61 received employment offers from more than 30 companies

*(\*)* [*Common European Framework of Reference for Languages*](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en)

## Social skills and competences

Team Work: I have worked in various types of teams: for project at university and at work with different fields - either informatics or finance.

Mediating Skills: I work on the borders between young people at work – my colleagues, managers, clients, group mates for providing team project.

Intercultural skills: I have working experience with Portuguese company for 6 months.

## Computer skills and competences

Windows, MS Office (Proficient User), SPSS (Average User), (SQL Server (Foundation Steps of databases), VBA (Proficient User), C,C++(Basic Knowledge for providing bachelor study works). Experience of building and exploitation human resources management program moduls, business applications, e-learning web-sites. Informationa web-sites.

## Other skills and competences

Completion Musical school (1998-2006).

Completion Georgian National Dance Ballet School (2002-2007).

Driving licence Driving Licence, Category B, issued on 05.12.2011.

# Additional information

PUBLICATION

1. Possibilistic Aggregations in the Decision Making Problem regarding the Political Management, Proceedings of the 1st WSEAS International Conference on Information Technology and Computer Networks (ITCN '12), Viena, Austria, October 2012, 67–70.

Authors: Gia Sirbiladze, Otar Badagadze, Khatia Sirbiladze, Gvanca Tsulaia

1. OWA – Type Possibilistic Aggregations in the Problem of the Country Political Management, Transactions of the International Scientific Conference Dedicated to the 90-th Anniversary of Georgian Technical University, Tbilisi, Georgia, September, 2012, 316-321.

Authors: Gia Sirbiladze, Otar Badagadze, Khatia Sirbiladze, Ana Sikharulidze

1. Possibilistic OWA — type Aggregation Operator in the Decision Making Problem regarding the Country Fiscal Policy, Euro|Informs 26th European Conference On Operational Research, Rome 1-4 July, 2013, Abstract Book, 404.

Authors: Gia Sirbiladze, Otar Badagadze, Khatia Sirbiladze

LANGUAGE CERTIFICATES

First Cambridge Certificate

PERSONAL INTERESTS:

Enjoying swimming. Love to sing, play the guitar and dance.