



# Tiesa Morchadze

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## Education

Akaki Tsereteli State University | Faculty of Business Law and Social Sciences | Specialty  
- Business Administration | Bachelor of 2010-2014.

## Work Experience

**DEPUTY HEAD OF HUMAN RESOURCES MANAGEMENT SERVICE | LTD. "KUTAISI UNIVERSITY"**  
| 1.03.2019-TO THE PRESENT DAY

- ✓ Planning and implementation of the company's personnel policy;
- ✓ Production / monitoring of employees' personal files;
- ✓ Employee selection / appointment / dismissal process management;
- ✓ Production of monthly salary sheets for employees;
- ✓ Preparation of the annual action plan of the Service;
- ✓ Prepare an annual report on the work done by the Service;
- ✓ Evaluation of labor quality of service employees - annually.

**HR MANAGER | LTD. "SAKMILSADENMSHENI"**  
| 2.09.2017- 1.03.2019

- ✓ Planning and implementation of the company's personnel policy;
- ✓ Production of monthly salary sheets for employees;
- ✓ Production / monitoring of employees' personal files;
- ✓ Coordinating the appointment / dismissal process;
- ✓ Creating and producing databases of hired / former and potential employees.  
Reflect and take into account existing changes;
- ✓ Managing company correspondence.

**Organization Manager | Yuth2Georgia**  
| 23.04.2017-2.09.2017

- ✓ Management of the organization's current projects;
- ✓ Identification of the needs of the community (youth) and advocacy process

- management;
- ✓ Preparation and submission of project reports for donors;
- ✓ Planning and implementing various social activities together with local self-government;
- ✓ Planning and implementation of the organization's HR Management;
- ✓ Promoting and strengthening volunteers existing in the organization and developing volunteer activities.

## **HR Department, Training Specialist | Microfinance Organization "GeoCapital"**

| 23.06.2015 - 20.02.2017

- ✓ Work on professional / general development plans;
- ✓ Making programs for Employee stimulation and increased within social responsibility;
- ✓ Management Social media of the organization (GC EDU);
- ✓ Implementation of Human Resource Management Specialist activities;
- ✓ Training / conducting / analysis / preparation of training for internal and external audience (Kutaisi, Batumi).

## **Research-Intellectual Club "Dialogue of Generation "**

| 15.01.2012 - TO THE PRESENT DAY

### **Freelancer**

Establishment of Kutaisi Young Professionals Network

### **Board Member**

Implementation of organization policy /Preparing the report

### **Program Coordinator**

Programming /Attracting participants, selection /Implementation of the Program /Analysis and reporting

### **Exchange programs coordinator**

Contact with foreign organizations and establish / maintain partnerships

### **Directions coordinator**

Planning and implementation of relevant programs / projects in the direction of organization / preparation of the report

### **RICDOG Volunteer**

Planning / implementation of activities within the organization's action plan

## **Achievements / Certificates**

### **SKILL AND COMPETENCE**

- "Interview Training for Hiring Managers and Teams" - UDEMY Course -2020 year;
- "Employee motivation" UDEMY Course -2020 year;
- "The Recruiting Process Steps: From Job Posting to Job Offer"- UDEMY Course -2020 year;
- "Team and Team creation" - RICDOG 2015,2016,2017 year;
- "Conflict Management" - RICDOG 2014,2015,2017 year;

- "Service Standards" - Foundation Constanta 2016,2017 year;
- "Personal Development" - Peace Corps Georgia 2017;
- "Effective Communication" - World Vision Georgia, RICDOG 2015,2016,2017 year;
- "Time Management" - GC Education 2015,2016,2017 year;
- "Presentation Skills" - RICDOG 2014,2015;
- "Cultural Diversity" - NGO Clock; 2017 year;
- "Business WoMan" - Ilia's University 2015 year;
- "Speaker" - Akaki Tsereteli State University 2014 year;
- Erasmus + Trainings (up to 15 training in different European countries)
- Various youth camps;
- Regional Projects "Open Self-Governance 1"; "Open Self-Governance 2"; "Scientific Lecturer"; "Writing and Management of Projects";
  
- Driving license "B" Category - 2017 year.

#### LANGUAGES

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|------------|--------------|
| ➤ Georgian | Native       |
| ➤ English  | Well         |
| ➤ Russian  | Average      |
| ➤ German   | The beginner |

#### COMPUTER SKILLS

MS Word, Excel, Power Point, Adobe Ps, Cp, Outlook