

NAME: Ani Kalandia
DATE OF BIRTH: April 17, 1988
MARITAL STATUS: Married
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<i>EDUCATIONAL RECORD</i>		
Graduation	Institution Name and Location	Faculty & Degree
2017 – Till Today	Kutaisi University	Doctoral Program in Economics
2010-2012	Ilia Chavchavadze State University Tbilisi	Faculty of Business Administration Specialty – Management (MBA Degree)
2004-2009	Caucasus University	Faculty of Business Administration Specialty – Management (BBA Degree)
2007-2009	ESM school lyceum	School-leaving certificate

EMPLOYMENT

Employer: Kutaisi International University
Period: September 2020 - Till Today
Position: Teaching Assistant

DUTIES AND RESPONSIBILITIES

Supporting academic staff in teaching, research and service delivery to ensure that the course is delivered to established standards and that learning outcomes and objectives are achieved.

EMPLOYMENT

Employer: Kutaisi University LLC
Period: December 2019 - Till Today
Position: Assistant-Professor

DUTIES AND RESPONSIBILITIES

Teaching the following courses for BBA students in management module: “Organizational Behavior; “Conflict Management”.

EMPLOYMENT

Employer: Kutaisi University LLC
Period: August 2017- Till Today
Position: Human Resource Specialist

DUTIES AND RESPONSIBILITIES

- Administer and coordinate human resources management projects and processes in accordance with the Human Resource Management Work Plan.
- Order preparation: Appointment / appointment / dismissal / promotion / business trip / vacation / salaries, position, location change
- Participation in selection procedures, determining demand for support personnel based on the university needs
- Doing Job analysis and job description for every employee
- Staffing of the personnel with the necessary documents
- Consultation on the documents, contract, terms and company policies required for new employees
- Periodic employee performance appraisals

Employer: Microfinance Organization GeoCapital

Period: August 2015- August 2017

Position: HR Specialist

DUTIES AND RESPONSIBILITIES

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

Employer: Instant Verification Inc (www.instantverificationinc.com) New Jersey, USA

Period: June 2014- September 2014

Position: Administrative assistant (Intern)

DUTIES AND RESPONSIBILITIES

- Fielding telephone calls, receiving and directing visitors, word processing, filing, drafting correspondence.
- Maintaining and distributing office calendar, including travel and vacation requests
- Writing business reports and carrying out assigned tasks
- Scheduling/attending/recording the minutes of the meetings,

Employer: British Council

Period: April 2013- May 2014

Position: Customer service and projects assistant

DUTIES AND RESPONSIBILITIES

- Provide customers with information about company's product and services
- Executing clerical responsibilities, like answering phone, email, etc.
- Translating documents from English to Georgian and vice versa
- Assisting Arts Exams manager with various projects

Employer: Hotel "Citadines"

Period: 2010 January- 2012 September

Position: Sales Manager

DUTIES AND RESPONSIBILITIES

- Preparing sales proposals for corporate clients or organizations
- Maximizing hotel occupancy by discounts coupons, various events.
- Renting conference rooms

TRAINING/ CERTIFICATES:

1. Planning a student oriented learning process –Kutaisi University LLC, August 23, 2020.
2. Managing Employee Performance –University of Minnesota- "Coursera" Certificate, November 3, 2020.
3. "Educational, cultural and artistic practices in the contexts of Ukraine's integration into the international scientific and innovative space" – I International scientific and practical conference of students and young researches, May 14, 2020.
4. Principles of Academic Awareness –Kutaisi University LLC, November 19, 2020.
5. Leadership and Management – European Business School – June 7, 2018.
6. 5th International Conference on Actual economic and social problems in Modern Globalization 2020/ Journal Globalization and Business/ European university – Article "Investments as a source for increasing country's competitiveness in global context."
7. Ivane Javakhishvili Tbilisi State University/ Paata Gugushvili Institute of Economics, International reviewed Scientific Analytical journal "Ekonomisti" – Article "Ease of Doing Business Ranking 2020", 2019.