

Tatia Shvangiradze

25/09/1989

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Georgia, 4600.

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Professional experience

2019-present

Human Resources Specialist

Organization:

LTD Kutaisi University

- Preparation of appointment orders and employment contracts for university employees
- Arranging personal files of university staff
- Prepare job descriptions for hired employees
- Involvement of educational programs in accreditation processes
- Preparation of references and information about the labor activities of the employee at the University
- Announcing vacancies, finding relevant staff and preparing competition materials

2018

Office Manager

Organization:

LTD Mtsvane Kvavila 1950

- Control of subordinate employees
- Organizing employee business trips
- Arranging personal documentation of employees
- Production of incoming and outgoing correspondence
- Organizing meetings and sessions
- Announcing vacancies, finding relevant staff and initial interviews

2018

Acting head of the Archive direction

Organization:

Medical Corporation „Evex“

- Branch management
- Constant contact with the clinic archives and eliminate the problems

2015-2018

Archives of the Central Archive

Organization:

Medical Corporation „Evex“

- Organization of documentation from various structural units of medical institution.
- Receipt of the relevant receipt-delivery act on the received documentation
- Production of incoming and outgoing correspondents

- Digitization of documents and reflection in internal program
- Conducting trainings across the country, working processes of internal programs
- Participation in the selection of trainees
- Counseling of experienced interns
- Provide each diary analysis with the head of the archive units.

2015

Organization:

**Junior Archivist of the Central Archive
Medical Corporation „Evex“**

- Medical cards, checking and storage
- store all necessary documents
- Timely response to emerging risks

Education:

Bachelor

2008-2012

Ivane Javakhishvili Tbilisi State University. Majoring in English Philology.

Trainings:

- 2019/ European Business School/Full course in business management
- 2013/The National Training Center-2010"/Computer program course
- 2006/Ltd "American House" –Difference between American English and British English Grammar.

Languages :

Georgian : Native

Russian: On average

Engilsh: Well

Computer:

Office programs:MS Word/Excel/Power Point/Internet Explorer/MS Outlook/

P.S My experience gives me the opportunity to run and develop the necessary standards in order to achieve the desired result