


1. PERSONAL DATA

	Last name	KHUTCHUA	First name	TAMAR
	Birth date	09 DEC 1988	Country of birth	GEORGIA
	National ID card no.	01005019598	Gender	Female
	Present nationality	GEORGIAN	Other nationality	
	Driving license	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, category:	B

2. CONTACT DETAILS

Home address		
Street 12A STANISLAVSKI		Zip/postal Code 0119
Town/city TBILISI	County/state/province TBILISI	Country GEORGIA
Telephone no.	Mobile no. +995 555962816	Email tamar.khutchua1988@gmail.com address

3. EDUCATION AND PROFESSIONAL TRAINING

University education or equivalent			Attended (dd/mm/yyyy)	
Name institution / university, place and country	Degrees/qualifications obtained (Title of qualification awarded)	Main course/field of study	From:	To:
Georgian Aviation University	Bachelor	Business Administration and Air Transport Management	15/09/2006	20/06/2010
Ivane Javakhishvili Tbilisi State University	Master	Organization Development and Consulting	15/09/2011	15/07/2013
Secondary & College education and/or formal vocational education/training				
Name institution / place and country	Degrees/qualifications obtained (Title of qualification awarded)	Main course/field of study	From:	To:
ACCA Georgia	Professional	I level (F1 Accountant in Business, F2 Management accounting, F3 Financial accounting)	09/02/2019	18/01/2020
ACCA Georgia	Professional	II level (F4 Corporate and Business Law in Georgia, F5	09/02/2020	current

		Performance Management, F6 Taxation, F7 Financial reporting, F9 Financial Management...)		
Smart Academy	Professional	Front-End Development & SEO (HTML, CSS, JAVASCRIPT)	09/02/2023	26/05/2023

4. EMPLOYMENT RECORD (in reverse chronological order)

Current/most recent position			Current position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Fidelis Wealth Management LLC	Georgia	Chief Accountant	03/01/2023	30/06/2023
Full time job Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Description of tasks and responsibilities. Responsible for overseeing all accounting and financial operations in the bank, including managing the budget, financial reporting, and tax compliance; Responsible for preparing accurate and timely financial statements, including balance sheets, income statements, and cash flow statements; Responsible for establishing and maintaining internal controls to ensure the accuracy and integrity of financial records; Responsible for managing external audits and ensuring compliance with regulatory requirements; Responsible for ensuring compliance with accounting standards, such as Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS); Responsible for staying up to date on changes in accounting standards and regulations, as well as industry trends and best practices.				
Current/most recent position			Current position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
LLC AMC Group (Medical Tourism)	Ukraine, Georgia, Kazakhstan	Director of Billing Department	01/09/2021	31/12/2022
Full time job Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Description of tasks and responsibilities. The responsibilities of this job include, but are not limited to, the following general areas of the position: 1. Maintaining relationship with and engaging primary and third-party commercial (and government) payers in new and renewing contract negotiations in all clinics and AMC businesses. 2. Overseeing all AMC Clinic Payer Relation Managers (Insurance Managers) and providing training, price reviews, analysis, negotiations, and direction regarding proposed contract modelling				

and maintenance. 3. Chairing weekly meetings with management and AMC Clinic CMs or Payer Relation Managers to report on contract negotiation status and discuss, plan, and execute AMC Group overall strategy, action plans, timelines, and team activities. 4. Overseeing the tracking, budgeting, and renewing of existing payor agreements and amendments in a timely manner; reviewing contract language and working with AMC's legal team to formulate agreements. 5. Assisting and advising team regarding various reimbursement and operational aspects of proposed third party contracts, as well as serving as a company resource on contract issues and interpretations. 6. Communicating with payers as needed to ensure contract compliance, recover reimbursement, address ongoing contract operations, and other related tasks. 7. Overseeing the reimbursement, AR, payer audit function, including providing direction regarding annual areas of focus and resources necessary. 8. Meeting with payers face-to-face annually to foster strong relationships and grow the AMC network. 9. Overseeing measurement of payors' operational performance and ensuring deficiencies are corrected appropriately.					
Supervisor's name: Alex R. Sokol		Email: alexsokol@me.com		Phone No.: +393497020062	
Previous position (1) (only positions longer than 6 months)					
Organisation		Place and country		Job title	
				Date (dd/mm/yyyy)	
				From:	To:
American Medical Centers	Tbilisi, Georgia	Insurance and Financial Manager		01/11/2018	31/08/2021
Full time job Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
Description of tasks and responsibilities. *Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions) *Prepare monthly and quarterly management reporting *Participate in strategic data analysis, research, and modelling for senior company leadership *Support project analysis, validation of plans, and ad-hoc requests *Manage the company's financial accounting, monitoring, and reporting systems *Ensure compliance with accounting policies and regulatory requirements *Labour agreements *Payroll *Supervise insurance staff, assisting with initial placement and insurance renewals *Maintain low-loss ratios *Ensure a high standard of customer service *Conduct audits to ensure compliance with internal and external policies *Perform insurance functions as needed, including processing claims, billings, and policy changes					
Supervisor's name: Natia Narmania		Email: NNarmania@amcenters.com		Phone No.: +995 568272424	
Previous position (2) (only positions longer than 6 months)					
Organisation		Place and country		Job title	
				Date (dd/mm/yyyy)	
				From:	To:
American Medical Centers	Tbilisi, Georgia	Patient Service & Insurance Specialist		09/01/2017	31/10/2018
Full time job Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					

Description of tasks and responsibilities.

*Obtain patient's insurance information (policy benefits, coverage, deductible, co-payment etc), and request GOPs in a timely manner.

*Submit documents to insurances.

*Provide direct administrative support as needed, including scheduling appointments, meetings, and events for medical and administrative management.

*Preparing reference letters for staff members or for patients as needed.

*Referral clinic agreements - Overseeing all current agreements. Calling the clinics about renewals. Sending an agreement sample to new partner clinics. Collect all signed agreements.

*Research information about different regulations of healthcare services and report to the CM and Medical Director including but not limited to: permission for vaccinations, psychiatric medication prescriptions etc.

Supervisor's name: Yana Chshyogoleva

Email:

yana.chshyogoleva@gmail.com

Phone No.: +995 557313707

Previous position (3) (only positions longer than 6 months)

Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
TBC Bank	Tbilisi, Georgia	Chief Cashier	01/06/2012	30/06/2016

Full time job Yes ☒ No ☐

Description of tasks and responsibilities.

- Oversee cash transactions, cash reconciliations, account payments, account receivables and other accounting duties according to company policies.
- Welcome customers, provide assistance and respond to their concerns.
- Manage customer transactions both cash and card payments.
- Train newly hired cashiers on accounting procedures and company policies.
- Control work process of cashiers and operators.
- Evaluate performance of cash associates and provide feedback.
- Ensure customer transactions are processed promptly and accurately.
- Generate cash related documents and account reports.
- Perform bank deposits and withdrawals according to established policies.
- Ensure cash associates follow accounting policies, safety procedures and customer service standards.
- Identify and communicate any accounting related issues to management promptly.

Supervisor's name: George Dondoladze

Email:

Phone No.: +995 599 474740

Previous position (4) (only positions longer than 6 months)

Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Bank Constanta	Tbilisi, Georgia	Cashier	01/06/2011	31/05/2012

Full time job Yes ☒ No ☐

*Reconciling cash drawer balances at the end of each business day to ensure accuracy *Preparing bank deposits by counting and recording incoming cash deposits into the bank's electronic accounting system *Verifying signatures on checks to ensure that they match the signatures on file for the account holder *Responsible for answering phones and responding to customer requests regarding their accounts *Reviewing account histories to determine whether there are any problems with the accounts that need to be addressed by other bank employees *Processing loan payments by collecting payments from customers and submitting them to creditors *Maintaining records of customers' accounts, including deposits, withdrawals, interest payments, fees or other charges assessed against the account *Explaining bank policies to customers and helping them open new accounts or make deposits or withdrawals from their existing accounts				
Previous position (5) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Bank Republic	Tbilisi, Georgia	Sales Manager	01/08/2010	28/02/2011
Full time job Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Offer Loan products to Clients, work with loan software and keeping documentations refer to it				
Other previous positions and positions shorter than 6 months				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
USAID Industry-led Skills Development Program	Tbilisi, Georgia	Financial Manager	23/11/2022	01/03/2023
Global one	Tbilisi, Georgia	Sales Manager	01/03/2011	31/05/2011
Georgian Airways	Tbilisi, Georgia	Flight Operations Officer	01/04/2010	31/07/2010

5. OTHER SKILLS

Languages (European level *)			Native language: GEORGIAN	
Other languages	Speak	Write	Read	Understand
ENGLISH	B2	B2	B2	B2
RUSSIAN	B2	A2	B2	B2
FRENCH	A2	A2	A2	A2

C1, C2 = Proficient; B1, B2 = Independent User; A1, A2 = Basic User

(*) [Common European Framework of References for Languages](#)

Computer skills					
Word processor	B	Web browsing	B	Presentations	B
Spreadsheets	B	Financial software	B	Project management	B

C = Proficient User; B = Independent User; A = Basic User; N/A

6. REFERENCES

NAME	COMPANY	TELEPHONE
Mr. George Dondoladze	Bank Constanta LLC	+995 599 47 47 40
Ms. Yana Chshyogoleva	VP, Operations at LLC AMC Group (KZ, UA, GE)	+995 557 313 707

7. ADDITIONAL INFORMATION

<ul style="list-style-type: none">• Ability to work without supervision, and demonstrate initiative and innovation.• Proven analytical and problem-solving abilities.• Good interpersonal skills.• Advanced oral and written communication skills in Georgian and English.• Strong communication skills (oral and written) with ability to express ideas and concepts clearly and persuasively with senior internal and external stakeholders• Flexible, able to adapt style and management approaches to varied work contexts.• Ability to train and supervise a multi-cultural staff.• Prepared to travel and work in harsh and basic conditions.• Cross-cultural sensitivity, flexible worldview, emotional maturity and physical stamina.• Ability to work in and contribute to team building environment.		

I certify that the statements made by me in my personal profile are true, complete and correct. I also certify that any documents that may be requested of me in support of my application are authentic and accurate. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Place TBILISI, GEORGIA	Date 06.05.2023	Signature: T. KHUTCHUA
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