

ANNA TUKVADZE

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Driving license: B category

EXPERIENCE:

03.2022_31.10.2022 Educational, Development, and Employment Center NGO —Financial Assistant:

- carrying out daily programming operations;
- preparing accounts for the sponsors according to their rules;
- preparing reports for the announced tenders, working with the contracts;
- calculating revenue based on timesheets, contracts, internal policies, reviews, and financial point analyses.

01.03.2021_03.2022 Majid All Futtaim Hypermarkets Georgia—DOSI assistant manager:

- Analyzing the daily operations of the hypermarket:
 - ordering procedures, their accuracy, correctness, and delivery schedule;
- Auditing the performance of the commercial department:
 - out-of-stock analysis, service level management, deviation from planned operations, warehouse and selling area accuracy maintenance;
- managing Dosi team members, administrative support;
- preparing the annual budget of the DOSI department.

05.2019_03.2021 AE SOLAR LLC— Assistant Quality Control Manager:

- checking quality standards at every production level;
- summarizing results and reporting to the manager;
- responsible for the smooth and non-stop production process.

02.2013_04.2019 COMLAND LTD-Accountant:

- documenting transaction details;
- entering financial transactions in databases;
- Organizing financial reports;
- Fact-checking accounting;
- Notifying senior staff about errors.

12.2009_05.2012 **TBC Bank JSC-controller:**

- monitoring bank accounts;
- checking documents and archiving them;
- Managing the Service Consultants Group;
- resolving emerging client issues;
- working with the auditors' team and providing audit support;

EDUCATION:

Ak Tsereteli State University, Economic Faculty

Business academic center: chief accountant Certificate

ACCA-Accountant in Business-F1

Management Accounting-F2

Financial Accounting-F3

SKILLS:

- MS Office;
- Outlook
- Accounting programs:
Apex;
fmg;
oris.

Languages:

- English
- Russian

