**Gurami Kakabadze**

3047 Brighton First Pl.

Brooklyn, NY 11235

(917)378-4691

Guramik12@gmail.com

**S**ummary

Professional with successful track record for developing and administering effective organizational policies and procedures in diverse environments. Proficient project leader who aligns financial initiatives to achieve strategic objectives. Results-driven, decisive collaborator with proven success in building strong, lasting relationships with managers, associates, and customers.

**C**ore Competencies:

* Financial Analysis Performance Management
* Document Management Fixed spending analysis
* Strategic Financial Planning Problem Solving

**E**ducation

**Pace University,** New York, NY

BBA in *International Management*, Minor in *Finance*

**W**ork Experience

**Sole Strivers Inc.,** New York, NY

Finance Intern – 08/2014 – 10/2014

* Maintained continuous growth of the company, analyzed data and offered financial forecasts
* Utilized Excel to analyze and interpret monthly changes between budgets ranging from $100,000 to $200,000
* Provided financial support and analysis to clients for cost saving initiatives

**MVC Management Inc.,** Brooklyn, NY

Manager Intern- 05/2014 - 07/2014

* Supervised various projects such as concerts and theatrical performances
* Negotiated contracts and fees between the company and clientele
* Built and maintained basis with clients
* Assisted in the development of strategic plans for operational activity

**LGEOO Corp Inc.,** Brooklyn, NY

Manager – 07/2013- 12/2013

* Managed company inventory via *Access*
* Listed a broad variety of products such as home appliances, outdoor gears and many more on company website
* Determined and set up product prices through *Magento*

**LV Tech Inc.,** Brooklyn, NY

Financial Manager - 04/2011- 10/2012

* Oversaw company budget
* Produced and interpreted financial reports to oversee the threats and appraise the strengths of the ongoing financial operations
* Ensured accurate financial reporting within company, through thorough quantitative analysis on a weekly basis
* Created and analyzed profit/loss reports, balance sheets and expense reports for the company

**S**kills

**Language:** Fluent in Georgian and Russian

**Technical:** Proficient in MS-Word, MS-Ex cell, MS-Power Point, and Magento