

# Lela Khvichia

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Batumi Georgia

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## Work Experience

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### Financial accountant

May 2013-2019

Batumi. ltd "GZEBI"

- Analysis and reporting of financial transactions

### Office manager

2009-2010

Tbilisi. "New Energy"

- Meeting visitors to the office.
- Organization of meetings and briefings.
- Provision of office staff with everything necessary for their work.
- Control of expenses for office needs.
- Reception of calls, registration of correspondence.
- Distribution of documentation by department.

### Cashier-operator

2005-

Tbilisi. "silk road bank"

2007

- Cashing cheques
- Checking statements
- Processing payments
- Making money transfers
- Updating account details

### Media monitoring night operator

2005-

Institute for polling and marketing (IPM) Tbilisi

2006

- English-Russian-Georgian translation
- Revision of performed translation

### Cashier-operator

2003-

Batumi "maritime bank"

2004

- Cashing cheques
- Checking statements
- Processing payments
- Making money transfers

### Sales manager

2009-

2010

JPI holding

- creation and sale of insurance policies

# Education

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## **Business Administration**

Jun 2006-2008

Tbilisi state university of economic relations •

Business and Management faculty

## **Journalism and the English language**

1998-2001

Batumi Shota Rustaveli state university

• Journalist faculty.

# Certificates

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- Training course of financial reporting in international standards(IFRS) - 2016
  - Training course of the international accounting and record keeping -2005
  - Training course of management ESM Tbilisi-2007
  - Training course of psychology of relationship and people management.PR academy -2017
- Interior design course-2019 Academia Riaci Florence, Italy