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|  | Curriculum Vitae | Nozadze Maia |
| PERSONAL INFORMATION | Nozadze Maia |  |
|  | 223-13-19, Tskneti street, Tbilisi, 0162, Georgia  telephone number 223-13-19 mobile number 555-23-13-19 [Nozadze.mako@yahoo.com](mailto:Nozadze.mako@yahoo.com) |  |

STUDIES:

Sex female Date of birth 04/10/1993 | Nationality Georgian

1999 Sep---2010 Jun public school # 54. 2010sep----2011 private school, ,,RUSTVELI’’.



2011 - present year studying at The University of Georgia, business, economic and management school Bachelor of public management.



Certificates/Trainings: American Bar Association Rule of Law Initiative’s certificate and Street Law Course (2009 Sep—2009nov).

Training of new diplomat alliance about: Time management.

Personal skills: Organizational, communication and presentational skills. I am highly-motivated person to achieve my goals and high sense of responsibility.

Languages: Georgian (Native), English (General/Business-Good), Russian (good) German (beginner)

Organisational / managerial skills ▪ leadership

* detail oriented personality
* Analytical skills
* Communications skills, coordination skills
* Decision making
* Team worker

Job-related skills ▪ good command of quality control processes

* Good communication skills including listening and speaking
* Personal and career planning skills.

Computer skills: Microsoft office (Word, Excel, PowerPoint, Outlook)

Interested in: reading, taking photos, excursions, event making.

Working experience: From 01.06.2013 to 01.09.2013 worked in LTD Mandarina (store) at the position of store manager.

From 02.06.2014 working in company “Softline Georgia” at the position of sales manager.

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