

LEVAN GUDAVADZE

CONTACT

- +995 597 819 245
- levan.gudavadze@gmail.com
- [Linkedin](#)
- [Github](#)
- Tbilisi, Fore Mosulishvili street

EDUCATION

Tbilisi State University

- 2019-Present
- Bachelor of Economics and Business Faculty
- Major - Economics

IT Academy Step Georgia

- 2022-2023
- Front-End Development

ADDITIONAL COMPETENCE

Youth Centre "Sunny House"

- 2019-2020
- Personal Development Programme

Companies that received the service (freelance):

- 2021-2022
- PepsiCo
- GWP
- AzRy
- Nikora

TRAININGS

- Project Management
- Youth Work / Peer-to-Peer education
- Conflict Resolution/Piece Building
- Team Work / Leadership
- Fundraising
- Internet Safety

LANGUAGES

- Georgian - Native
- English - Fluent
- Russian - Intermediate

PROFILE

Experienced in data management, financial aid distribution, and team facilitation. Currently a Cash Assistant at World Vision Georgia, overseeing beneficiary registration/enrolment via web-based platforms with a focus on compliance and efficiency. Skilled in providing technical support and optimizing cash distribution. Also experienced as a Trainer specializing in team building and bonding for companies, fostering relationships among new and entry-level employees through virtual platforms. Previous role as a Data Warehouse Specialist at Dasta Records Management involved proficiently managing data storage and maintenance using specialized systems and Android devices. Known for strong self-learning abilities and delivering actionable insights to enhance operational efficiency.

WORK EXPERIENCE

Cash Assistant:

World Vision Georgia January 2024-Present

- Responsible for the operating and monitoring the process of registration/enrolment of beneficiaries through web-based and/or online platforms.
- Preparing, processing and reconciling cash vouchers with Finance Department.
- Ensure that cash (and if applicable vouchers) distribution component is designed to meet WV Georgia and donor standards and guidelines
- Provide technical support to WV Georgia in cash distribution. provide necessary support and feedback to deliver approved modalities of financial aid distribution.
- Work closely with the Cash Component Manager providing timely necessary data, documents and technical details.

Trainer (freelancer)

Team Building and Bonding

September 2021 - Present

- Assist companies with team building and bonding with newly/recruited and entry level employees.
- Facilitate process of establishing well-structured rapport-line.
- Maintain and report on workflow of meetings, number of participants, progress data (through Zoom platform).

Data Warehouse Specialist:

Dasta Records Management Company June 2021 - September 2021

- Manage the process of data entry, storage and replacement in warehouses.
- Carry out various tasks according to the maintenance policies of the organization, such as:
 - Monitoring physical condition of the stored data through scanning, verifying and reporting.
 - Apply local data management system with special android devices owned by company.
- Carry out various data management and reporting assignments.

SKILLS

Social/Interpersonal:

Analytical Organizational
Communication Problem-solving
Teamwork Creative thinking
Conceptual Technical

Digital/Computer:

Microsoft office HTML/CSS
JS Balance (1C)
SQL MS Access
Github Searching