



## Lika Burchuladze

Date of birth: 08/12/2000

Nationality: Georgian

## CONTACT

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## WORK EXPERIENCE

**10/09/2019 – 14/07/2020** Tbilisi, Georgia

**Promotions assistant** Memogram

- Promote Memogram device
- Help customers to use device
- Created awareness of products through demonstrations

**09/09/2020 – 14/12/2020** Tbilisi, Georgia

**Sales manager** New Vision Insurance

- Created awareness of products through demonstrations
- Handled customer complaints with empathy and composure
- Answered Calls, responded emails, and spoke with clients face-to-face

**16/04/2021 – 31/12/2022** Tbilisi, Georgia

**Administrator** Toy Store "Chita"

**Cashier Consultant before 10/04/2022**

- Answered Calls, responded emails, and spoke with clients face-to-face
- Keep records and reports up to date
- Supervised other staff and delegated responsibilities
- Accurately handled large amounts of money on the cash register

**01/01/2023 – CURRENT** Tbilisi, Georgia

**sales manager** Toy Store "Chita"

- Answered Calls, responded emails, and spoke with clients face-to-face
- Keep records and reports up to date
- Supervised other staff and delegated responsibilities
- Accurately handled large amounts of money on the cash register
- Processing the necessary information during the day
- Implementation of order and acceptance
- team leadership

## EDUCATION AND TRAINING

**07/04/2022 – 08/07/2022** Tbilisi, Georgia

**International Accounting Standards** LTD BMCC CENTER

**10/10/2019 – CURRENT** Tbilisi, Georgia

**Sociology** Ilia State University

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Georgian

**Other language(s):**

**English**

Listening	Reading	Spoken production	Spoken interaction	Writing
B1	B1	B1	B1	B1

Listening	Reading	Spoken production	Spoken interaction	Writing
B1	B1	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Zoom | Microsoft Excel | Social Media | Google Drive | Outlook

## ADDITIONAL INFORMATION

### Communication and interpersonal skills

- Results-oriented
- Problem solving
- Public speaking
- time management
- Ability to motivate staff and maintain good relations