



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 Standarts LTD BMCC CENTER

10/10/2019 – CURRENT Tbilisi, Georgia

Sociology Ilia State University

LANGUAGE SKILLS

MOTHER TONGUE(S): Georgian

Other language(s):

English

Listening

B1

Reading

B1

Spoken
production

B1

Spoken
interaction

B1

Writing

B1

Russian

| 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