Lily Ushveridze

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Work Experience

| 2015 - Present | **Non-Governmental Organization – Rotary International, (Tbilisi, Georgia)** |
| | **Position - Financial Manager** |

Duties / Responsibilities:

- Monitoring and managing the budget of the project
- Calculating, preparing and submitting monthly/quarterly financial reports to HQ
- Receiving payment requests and follow up the procedure to be completed when due
- Recording expenditures to the accounting program / software
- Paying payments by e-banking system;
- Preparing and submitting the tax declarations to the Revenue Service;
- Soft coping / archiving of all financial documents to be submitted to the HQ.

| 2006-03 - 2017-06 | **American Humanitarian Non-Governmental Organization – A Call To Serve (ACTS) Georgia** |
| | **Position - Financial Manager** |

Projects:

- Urgently Needed Medications and Medical Supplies (UNMS) for Immediate Distribution;
- Child Survival (CS) Project (Funded by USAID);
- Small Reconstruction Projects (SRP) in Regions of Georgia (Funded by US State
- Department);
- Global Alliance for Improved Nutrition (Funded by GAIN);
- Diabetic Educational Camp (Financed by USA Private Donations);
- Breathing Life into Georgian Babies (Funded by Rotary Foundation)

Duties / Responsibilities:

- Preparation, evaluation, justification and maintenance of budgets and budget control;
- Preparation a variety of detailed accounting, statistical and narrative financial statements or reports requiring analysis and interpretation according to the International Financial Reporting Standards (IFRS);
- Preparation of periodical reports for the management, tax authorities and other relevant parties regarding the organization's financial performance and plans;
- Reviewing and analyzing grants, contracts and proposals for financial soundness and adherence to Generally Accepted Accounting Principles (GAAP) and County policies;
- Managing and conducting procurement related International and Local documents;
- Collecting data on direct, indirect, and overhead costs of financial operations;
- Communicate with financial and tax auditors and provide appropriate data;
- Giving recommendations and assisting in the implementation of new/revised accounting systems, procedures and records.

2015-08 – 2017-01	**LTD "Health Management and Consulting"** **Financial Manager**
2006-02 – 2006-05	**American Humanitarian Non-Governmental Organization - A Call To Serve (ACTS) Georgia (UNMS and CS Programs)** **Assistant to Financial Manager**

Education

2015 - present	**Doctoral Student / Faculty of Business Administration**
	Georgian Technical University
2002 - 2006	**Master Degree in Business Administration**
	Tbilisi State University of Economic Relations
1997-2002	**Master Degree in International Relations**
	Kutaisi State University

Certificates

September 2015 Tbilisi, Georgia	Information Technologies Centre under the Georgian Federation of Professional Accountants and Auditors (GFPAA) *Certificate of Accounting Package "ORIS-ACCOUNTING"*
October 2011 Tbilisi, Georgia	Association for International Relations (AIR) *Certificate of Internet Research, Social Media and Policy Analysis*
May 2009 (MANGO) Cairo, Egypt	Management Accounting for Non-Governmental Organizations *Certificate of Strategic Financial Management for NGOs:* *Managing for Financial Sustainability*
February 16, 2008 Tbilisi, Georgia	European School of Management (ESM) Tbilisi *Certificate of Corporate Finance (Financial Management)*
2000-2001 Munich, Germany	Muenchener Volkshochschule (MV) *Certificates of Grundstuffe-Wiederholung, Mittelstuffe Zwei und DSH Vorbereitung* (German - as a Foreign Language)

Skills / Languages

Georgian (Native); Russian (Fluent); English (Good); German (Good)

Skills / Computer

Experienced user of Microsoft Office Package: Word, Excel, Access, PowerPoint and Outlook

Experienced user of Microsoft Operating Systems: Windows 8, Windows 10

Experienced user of accounting programs: Oris, QuickBooks, Alta