

## PERSONAL INFORMATION

### Anna Davitaia

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📅 Date of birth 28/01/1989 | 🇦🇲 Nationality Georgian

## WORK EXPERIENCE

Jan 2019–Apr 2020

### Procurement Manager (Supply Chain Dept.)

Bitfury – BFDC Georgia LLC, Tbilisi Technology Park Free Industrial Zone

#### Managerial Duties & Responsibilities

- Develop and implement procurement planning tools to accurately track & manage demand from internal customers (e.g. PMO/Sales/Marketing/Legal/DC OPS/etc).
- Manage demand and supply planning process, through new-to-be -deployed P2P process on daily basis and generate accurate real-time information that supports decision making for all stakeholders.
- Develop and implement a reporting capability for Procurement team, which provides accurate and actionable data to its internal customers and management team. Such reporting capability can be, but should not be limited to, excel based reporting, or any other IT-approved tooling.
- Assist Finance/Sales/Operations/Legal/HR with cost analysis, spend analysis; reporting; develop and recommend budgets for inclusion in budget; monthly analysis of supplier reporting; supplier review and impact analysis; supplier tender analysis.
- Measure, analyze, improve and control financial, service and throughput, based on predefined OKR's.
- Continuously seek areas of improvement in the Procurement processes to drive cost-efficiencies and process optimizations that contribute to the Company Targets.

#### Daily operational duties & responsibilities – to be delegated to supporting staff

- Monitor Purchase Requests and update internal Data Base (Purchase Order, Purchase Request and Supplier Data Base) and follow up on a daily basis.
- Interact with vendors and internal stakeholders to resolve transactional issues and gather critical information invoices, tracking info, tax docs. etc. Responsible for supplier communication to resolve any other issues.
- Conduct & participate in appropriate vendor selection processes for selected purchase requests.
- Create Purchase Orders in ERP System and update internal Data Base regularly.
- Support Director Supply Chain in preparing reports (spend and other relevant analysis, data gathering).
- Actively assist with month-end close process by reconciling selected Balance Sheet accounts, AP and other accounts as assigned.
- Assist with acquisitions and other ad hoc projects where needed.

Nov 2017–Dec 2018

### Property and Inventory Controller

Bitfury – BFDC Georgia LLC, Tbilisi Technology Park FIZ

#### Main activities:

- Prepare and develop Purchase Orders tracking report packages and databases of financial information for management and different departments. Monitor and update them on daily basis.
- Identify and advise management of purchase order, inventory items related issues for controlling purposes.
- Prepare documentation for inventory, make an inventory, reconcile inventory results.
- Collaborate with team on developing process improvement standards and efficiencies.

Jun 2016–Oct 2017

### Purchasing Specialist (Supply Chain Dept.)

Bitfury – BFDC Georgia LLC, Tbilisi Technology Park FIZ

## Main activities:

- Collect and set up vendor information after proper verification of vendor tax ID and existence.
- Process and issue purchase order to Supply Chain and Accounting for verification.
- Follow up with Business Owners on order status and maintain open purchase order.
- Review logistical issues and communicate with vendors to resolve shipping and delivery issues.
- Prepare Goods Received reports.

Apr 2016–Jun 2016

**Finance Specialist's Assistant**

USAID\_REAP - Restoring Efficiency to Agriculture Production Project

## Main activities:

- Organize communications with REAP's beneficiaries and financial organizations.
- Assist in reporting to the Project Management Group.
- Gather and analyze statistical and other relevant data.

Jan 2012–Dec 2015

**Procurement Specialist / Buyer**

Georgian Branch of CH2M HILL Constructors, Inc.

R. Lugar Laboratory; CBEP– Cooperative Biological Engagement Program  
Client – DTRA “Defense Threat Reduction Agency” in USA

## Main activities:

- Prepare bidder lists, qualify bidders, prepare requests for quotation (RFQ) and conduct bid evaluations.
- Obtain necessary reviews and approvals of bidder exceptions, bid evaluations, recommendations, purchase orders, and change orders prior to execution.
- Acquire and administer direct materials and related services at an optimum balance of cost, quality, client need, and supplier service.
- Identify and advise management of purchase order-related risks.
- Development of potential and qualified suppliers, including performance history.
- Provide information for purchase order auditing, review audit reports and implement audit recommendations, coordinate audit responses with audit agencies and clients.
- Sustain effectiveness of relationships with suppliers, management, clients and support organizations.
- Monitor project performance to facilitate early identification and resolution of potential expediting related problems, changes, disputes and claims.

Nov 2010–Dec 2011

**Procurement Administrator**

Georgian Branch of CH2M HILL Constructors, Inc.

R. Lugar Laboratory; CBEP– Cooperative Biological Engagement Program  
Client – DTRA “Defense Threat Reduction Agency” in USA

## Main activities:

- Perform complex administrative assignments in support of procurement-related functions.
- Process the data in Procurement Requisition base.
- Assist Procurement Manager in providing other support services as requested.

May 2010–Oct 2010

**Procurement Administrator**

Bechtel International Systems, Inc., Tbilisi (Georgia)

R. Lugar Laboratory; BTRP - Biological Threat Reduction Program  
Client – DTRA “Defense Threat Reduction Agency” in USA

## Main activities:

- Provide administrative support to Procurement department.
- Maintain Electronic Purchase Order and Service Agreement folders.
- Update Purchase Order/Subcontract close-out metrics and prepare Power Point presentation for Procurement Manager and other project personnel.

Apr 2010–Apr 2010

**Administrative Assistant (Warehouse)**

Bechtel International Systems, Inc., Tbilisi (Georgia)

R. Lugar Laboratory; BTRP - Biological Threat Reduction Program  
Client – DTRA “Defense Threat Reduction Agency” in USA

Main activities:

- Provide administrative support to Property Management department.
- Ensure terms and conditions, requirements and specifications of Purchase Orders are met for materials procured.

## EDUCATION AND TRAINING

### 2012–2015 Additional Courses and Trainings

- TINA - Federal Truth in Negotiations Act Training
- PIA - Federal Procurement Integrity Act Training
- Procurement mandatory compliance training courses: The Federal Procurement System, Organization, Practices and System Utilization. Requisition and Solicitation. Sub Awards & Administration. Non-Project Procurement Processes. Continuous Process Improvement and Employee Training for Federal Projects. Administration & Special Sub-types - Cost-Reimbursement Subcontracts. Time and Material / Labor Hour Subcontracts.
- Exposed Personnel Anti-Corruption Training
- Security Awareness Training - Phishing Awareness, Protecting Company Information and Web Surfing Safety
- HSE (Health & Safety) Training
- Ethics & Business Conduct Training
- Oracle Purchasing Training (Oracle R12)
- Financial Management Training Courses – PMO Business Consulting LLC.

### 2006–2010 University

Ivane Javakhishvili Tbilisi State University

Business Administration Faculty - Bachelor of Business Administration

### 1995–2006 School

Public School №161, Tbilisi

## PERSONAL SKILLS

Mother tongue(s) Georgian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages - Self-assessment grid

Digital skills Computer skills:

Microsoft Office, Windows, Internet, Oracle, NetSuite (Business Software), TMA Systems (Maintenance Management Software)

## ADDITIONAL INFORMATION

Rewards

- Certificate of Appreciation - Bechtel - 2010
- Certificate of Recognition - CH2M HILL - 2012 (Procurement and Subcontractor Management Support)
- Certificate of Recognition - CH2M HILL – 2014 (Audit of the Project Procurement System and Files)
- Reward & Recognition Letter - CH2M - 2015