



## Teo Kvatahidze

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Public Profile: [LinkedIn](#)

### PROFESSIONAL EXPERIENCE

#### BPO Georgia

Project Administrator

1/2020 – 03/2020

- Receive and interpret detailed quotation requests from sales team.
- Look-up requested products in manufacturer's pricelists / contact them to establish exact pricing.
- Combine and relate the costs across the project.
- Revise and improve the above-mentioned quotes according to customer's specifications.
- Liaising with all parties involved (Sales Team, Manufacturer, Logistics team, Finance team, etc...)
- Process orders and ensure all orders are confirmed by manufacturers in timely manner.

\*\* As this office works Remotely for well-established London based furniture company, out of Corona Virus outbreak – the company was downsized.

#### Prodware

Administrative Manager

5/2017 – 12/2019

- Plan and organize requested projects inside organization.
- Automate manual processes to allocate team resources.
- Work with accounting and management team to monitor spending, processing payroll and other financial expenses.
- Train team members to follow business procedures.
- Prepare Bank transfers, generate reports and invoices using internal System.
- PMO (Project Management Office) of several local projects.

## Aldagi

State Tenders Specialist

10/2014 – 4/2016

- Oversee the execution of tender related activities – planning, configuration, monitoring and analysis.
- Administrate state contracts and lead key accounts.
- Control and monitor Project deadlines.
- Identify and escalate any issues that arise.
- Contribution in cost and price calculations.

## EDUCATION

Georgian Institute of Public Affairs

2015-2017

Master's degree in applied psychology.

Tbilisi State University

2011-2015

Bachelor's degree in Sociology/Psychology.

## COURSES AND ACTIVITIES

- CTC - Civic Leadership Program (Project Management, Grant programs, Fundraising, Leadership) (2020)
- Oxford Academy – Full English Course, Advanced Level (2020).
- Bank of Georgia University – Practical Project Management Course (2019).
- Udemy - Microsoft Excel Advanced course (2019).
- Beka's School – Full Business English Course (2018-2019).
- The French Institute of Georgia – French Language Course Elementary level (2018-2019).
- JSC "Insurance Company AIDAGI"- award for being highly disciplined worker of Q2 2015.

## ADDITIONAL INFORMATION

### Soft Skills

- Leadership
- Negotiation
- Communication
- Time Management

### Technical Skills

- Trello, Salesforce
- MS Project
- MS Office (Word, Excel, PowerPoint, Outlook)

### Languages

- Georgian – Native
- English – Advanced
- Russian – Intermediate
- French – Elementary

## REFERENCES

[Available upon request]