

CV

PERSONAL INFORMATION Ketevan Nakeuri

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WORK EXPERIENCE

Nov 2019–Present Financial Planning and Control Manager

LLC Tegeta Motors, Tbilisi (Georgia)

- Design effective budget models;
- Manage the annual budget;
- Monitoring the budget throughout the year;
- Determine financial resources needed to implement certain programs;
- Analyze department budgets to maintain control of expenditures;
- Analyze trends affecting expenditures and adjust budgets accordingly;
- Review all budget amendments, strategic plans and performance measures;
- Identify variances between actual and budgeted financial results at the end of each reporting period;
- Implement and manage budgetary policies and procedures;
- Conduct presentation of budget analysis.

Jul 2017–Nov2019 Senior Internal Audit Specialist

Ministry of Education, Science, Culture and Sport of Georgia, Tbilisi (Georgia)

- Support internal and external accountability, transparency and good governance in the Ministry and all its subsidiary agencies;
- Support senior management to improve risk control system in the Ministry and all its subsidiary agencies;
- Gauge system risks by leading, planning, and performing risk-based financial and operational audit projects in the Ministry and all its subsidiary agencies;
- Increase staff auditors' efficiency and effectivity by establishing individual audit plans&programs and directing the activities of staff auditors;
- Analyze and evaluate audit object's accounting documents to assess how well Ministry (and all of its subsidiary agencies) is complying with policies and procedures;
- Made recommendations to eliminate risks and improve business activities and processes;
- Prepare audit reports and presentations to inform senior management of any issues that need to be addressing;
- Coordinate Ministry's direct assistance to State Audit Office.

Dec 2014–Jun 2017 Internal Audit Specialist

Ministry of Education, Science, Culture and Sport of Georgia, Tbilisi (Georgia)

- Assist senior internal auditor in establishing individual audit plans&programs;
- Analyze and evaluate audit object's accounting documents to determine compliance with policies and procedures;
- Document audit process;
- Make recommendations;
- Contribute to audit report preparation.

- Jul 2014–Nov 2014 **Intern in the Internal Auditing Department**
Ministry of Finance of Georgia, Tbilisi (Georgia)
- Collect information about audit object;
 - Analyze collecting data;
 - Document audit process;
 - Take part in preparing audit recommendations and reports.
- Jul 2014–Nov 2014 **Junior Accountant**
LTD "GeoLux", Tbilisi (Georgia)
- Prepare journal entries by compiling and analyzing accounting information;
 - Make company bank transfers;
 - Prepare initial documentation;
 - Document financial transactions by entering accounting information;
 - Preparing balance sheet, profit&loss statement, and other reports;
 - Correct errors by posting adjusting entries;
 - Maintain accounting controls by following policies and procedures; complying with state financial legal requirements.
- Mar 2014–Jun 2014 **Junior Accountant**
LTD "Auditorni", Tbilisi (Georgia)
- Prepare daily journal entries;
 - Document financial transactions by entering accounting information;
 - Correct errors by posting adjusting journal entries.

EDUCATION AND TRAINING

- Sep 2014–Sep 2016 **MBA in Finance**
Bank of Georgia University, Tbilisi (Georgia)
- Sep 2010–Jul 2014 **Bachelor of Economics**
Iv. Javakhishvili Tbilisi State University, Tbilisi (Georgia)
- Oct 2018 **Internal Audit Seminar**
National Bank of Georgia, Tbilisi (Georgia)
- Dec 2015 **Training - "System Audit"**
Academy of the Ministry of Finance, Tbilisi (Georgia)
- Sep 2015–Dec 2015 **Training - "Economics for Management Practitioners"**
National Bank of Georgia, Tbilisi (Georgia)
- Oct 2015–Dec 2015 **Certified Public Sector Auditor**
Public Audit Institute, Tbilisi (Georgia)
- Jul 2015 **Training - "International Public Sector Accounting Standards Practical Course"**
Academy of the Ministry of Finance, Tbilisi (Georgia)
- Feb 2015 **Training - "State Treasury Electronic Service System"**
Academy of the Ministry of Finance, Tbilisi (Georgia)

- Apr 2014 **IELTS**
British Council
- 2013 **Ivane Javakhishvili Tbilisi State University 73- Scientific Conference**
Iv. Javakhishvili Tbilisi State University, Tbilisi (Georgia)
- 2012 **Ivane Javakhishvili Tbilisi State University 72 - Scientific Conference**
Iv. Javakhishvili Tbilisi State University, Tbilisi (Georgia)
- Nov 2012 **Training - "Experimental Economics: Principles and Implementation"**
Iv. Javakhishvili Tbilisi State University, Tbilisi (Georgia)
- Apr 2012–Jun 2012 **Training - "Macroeconomics"**
Spring School of Economics 2012, Tbilisi (Georgia)
- Oct 2011–Nov 2011 **Training - "Principles of Economics"**
AYEG -Association of Young Economists of Georgia, Tbilisi (Georgia)

PERSONAL SKILLS

Mother tongue(s) Georgian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	C1
Russian	C1	C1	B1	B1	B1

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

Digital skills Microsoft Office (Word, Excel, PowerPoint, Project); EViews; ETreasury; Oris Manager; SAP

Other skills Self-Organized; Motivated; Proven analytical and quantitative skills; Flexible; Communicable; Responsible.