

# Curriculum vitae

## PERSONAL INFORMATION



## Nugzar Potskhishvili

- 📍 Second street of Delisi #4,, 3222 Tbilisi (Georgia)
- ☎ (+995) 599 70 10 29
- ✉ nukripotskhishvili@gmail.com
- 🌐 <https://www.facebook.com/nukri.potskhishvili>

## WORK EXPERIENCE

22 Aug 2018–18 Mar 2020

### Operation Manager

Tribeca Hotel, Tbilisi (Georgia)

- The direct responsibilities include managing both the operations process, planning, control, performance improvement and operations strategy.
- Managing activities that are part of the production of services.
- Oversee budgeting, reporting, planning, and auditing.
- Develop, implement and review operational policies and procedures.
- Formulate strategic and operational objectives

25 Dec 2017–21 Aug 2018

### General manager personal assistant

Tribeca Hotel, Tbilisi (Georgia)

- acting as the first point of contact: dealing with correspondence and phone calls.
- booking and arranging travel, transport, and accommodation
- Organizing events and conferences
- reminding the manager/executive of important tasks and deadlines
- typing, compiling and preparing reports, presentations, and correspondence
- implementing and maintaining procedures/administrative systems

22 Sep 2017–20 Dec 2017

### Reservation manager

Hotel S&L, Tbilisi (Georgia)

- Review reservations booked daily.
- Review arrival report daily.
- preparation of occupancy forecast.
- recording Company/Travel Agent Rates both in system and correspondence file.
- Having knowledge of entire Reservation Procedure according to Hotel manual system

25 Jan 2017–25 Jul 2017

### intern

Ilia state University, Tbilisi (Georgia)

- Receiving Calls
- Preparing Documents and organizing events

- holding Seminars

20 May 2016–20 Sep 2016

**Receptionist**

Apart Hotel MX, Tbilis (Georgia)

- managing the visitor's book and giving out security passes
- greeting visitors and directing them to the correct person or department
- providing or sending out information
- managing a booking system

1 Oct 2015–10 May 2016

**Private tutor**

Tbilisi (Georgia)

- Preparing middle school students in English and Math

1 Jun 2015–25 Aug 2015

**Receptionist**

Bakhmaro Hotel, Bakhmaro (Georgia)

- Receiving calls
- Booking hotel rooms
- Managing customer services

24 Sep 2014–26 May 2015

**School self-Government Project manager**

Chokhatauri №1 public school, Chokhatauri (Georgia)

- Plan and Organizing school events
- Attending seminars about Self
- Government and then sharing information with other students in my school and community

**EDUCATION AND TRAINING**

7 Oct 2019–Present

**Master on MBA (Master of Business Administration in Banking and Finance)**

EQF level 1

Ilia state University, Tbilisi/Georgia (Georgia)

28 Sep 2015–20 Jul 2019

**BUSINESS SCHOOL**

EQF level 8

Ilia State University, Tbilisi (Georgia)

Business School Programs facilitate the development of the skills as follows:

- independent critical thinking;
- -practical application of knowledge;
- fact-based decision-making;
- -substantiated argumentation;
- -problems solving and analyzing;
- business projects formulation and management

25 Aug 2015–30 Aug 2015

**Certificate for attending seminars about Business Administration**

USAID Georgia, Kobuleti (Georgia)

Attending seminars about:

Leadership  
Teamwork

PDM  
Business Administration  
Future Career

- 21 Sep 2015–28 Sep 2015 **Certificate for attending seminars about role of social media in Business**  
WEBLINE, Tbilisi (Georgia)
- Listening seminars about how social media effects Business Communication
  - Writing critical essays about how different media companies produce information for people
- 24 Sep 2014–26 Jun 2015 **Certificate for attending Self-Government Seminars**  
Ozurgeti (Georgia)
- Attending seminars and workshops about being a good citizen and taking parts in Simulations about Self - Government
  - Attending training about Social activism, Negative effects of Drug, alcohol and cigarette usage, Gender inequality, Ecological problems, AIDs and Sexually contagious diseases.
- 1 Sep 2003–10 May 2015 **Chokhatauri №1 public school**  
Chokhatauri №1 public school, Chokhatauri (Georgia)  
a student in school.

## PERSONAL SKILLS

Mother tongue(s) Georgian

Foreign language(s)

|         | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
|         | Listening     | Reading | Spoken interaction | Spoken production |         |
| English | B2            | B2      | B2                 | B2                | B2      |
| Russian | B2            | B2      | B2                 | B2                | B2      |

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

**Communication skills** Excellent written and verbal communication skills.

Confident, articulate, and professional speaking abilities (and experience)

Empathic listener and persuasive speaker.

Writing creative or factual.

peaking in public, to groups, or via electronic media.

**Organisational / managerial skills** -Computer proficiency in Microsoft Office (Word, Excel, PowerPoint) as well as Networking capabilities.

-Ability to handle information in a highly confidential manner.

- Project management experience
- Possession of interpersonal, communication, and organizational skills
- Ability to work with people from different backgrounds as well as work with a team

**Job-related skills** Basic academic skills in reading, writing, and.

Good communication skills including.

Creative thinking and problem-solving.

Self-esteem, motivation, and goal setting.

Personal and career development skills.

Interpersonal/negotiation skills and.

Organizational effectiveness and leadership.

#### ATTACHMENTS

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- Dean's recommendation.jpg
- Recommendation-Letter.pdf
- Tribeca Hotel General manager recommendation.pdf
- Certificates.pdf

Dean's recommendation.jpg 

საჯარო სამართლის იურიდიული პირი  
ილიას სახელმწიფო უნივერსიტეტი  
ბიზნესის სკოლა  
ქაქუცა წოლოყაშვილის 3/5,  
თბილისი, საქართველო, 0162  
ტელ/ფაქსი: (+995 32) 222 7790



LEGAL ENTITY OF PUBLIC LAW  
Ilia State University  
School of Business  
3/5, Kakutsa Chelokashvili Ave.  
Tbilisi, Georgia, 0162  
Tel/Fax: (+995 32) 222 7790

03-1287

24.10.2017

## Reference

To whom it may concern

We would like to inform you that Nugzar Potskhishvili is a BBA student of Ilia State University, Business Administration.

Nugzar is a communicative, ambitious, well organized, hard-working student. He is much respected by his peers and lecturers. He is distinguished by his educational drive, discipline and politeness.

Sincerely,

Dean:

Nino Patariaia



## Reccomendation-Letter.pdf



საჯარო სამართლის იურიდიული პირი  
ილიას სახელმწიფო უნივერსიტეტი

LEGAL ENTITY OF PUBLIC LAW  
**Ilia State University**

საქართველო, თბილისი 0162, ქ. ჩოლოყაშვილის გამზ. 3/5; ტელ: (995 32) 2 220009; www.iliauni.edu.ge; info@iliauni.edu.ge  
3/5 K. Cholokashvili Ave.; 0162 Tbilisi, Georgia; Phone: (995 32) 2 220009; www.iliauni.edu.ge; info@iliauni.edu.ge

R/188-17  
16.02.2017

## Reference Letter

Recommend Nugzar Potskhishvili , a young, bright student of Ilia State University, for international student exchange programs. While teaching Nugzar the Bachelor's level course on Financial Accounting and Seeing him in class, or during civic activities, I developed high opinion about his integrity, as well as an ability and desire to learn and find the essence of any complex issue he happens to deal with.

First I met Nugzar Potskhishvili during my lecture and he positively impressed me right away with his social skills, good knowledge of class topics and good sense of humor. I also know that Nugzar used to take part in different projects held by the Ilia State University aimed at supporting the civic activism of young Students and fellow Georgians.

During the course I have witnessed Nugzar's personal and professional growth, as well as his networking skills development. He is a good listener and communicator so it is always a pleasure to be around him. Nugzar is a hard-working student with high ethic, well prepared for class topics that makes him on top of the class.

And last but not the least, Nugzar has good communicational skills and has the respect of his class mates. He is a motivated, enthusiastic, reliable, innovative person with bright future, he has an amazing social skills that will help him to communicate with people from all over the world and is a perfect candidate for Erasmus Plus program. As his lecturer and colleague I strongly recommend him for this program. I believe one day you will be proud of selecting Nugzar.

If you have any Questions about him, do not hesitate to contact me on my email:

Paata Shurghaia

Visiting Lecturer

Head of BPO Service at Grant Thornton Georgia

paata.shurghaia@gmail.com

**Tribeca Hotel General manager recommendation.pdf** 

21 August 2019

To whom it may concern,

This letter is my personal recommendation for Nugzar Potskhishvili. In his position of administrator at Tribeca Hotel Tbilisi, he was employed by Hotel Management Company, in December 2017.

Over that time, I am consistently impressed with his customer service, sales and people management skills as well as his dedication and good humor. I've often said that if I could clone Nugzar, I'd never have to worry about staffing problem in our company. He has outstanding organizational skills. He is able to successfully complete multiple tasks with favorable results despite deadline pressure. He can work independently and is able to follow through to ensure that the job gets done. All above is the reason he has been promoted, after 7 months he joined us, as a deputy of General Manager. Nugzar effectively scheduled and managed several assistants to maintain efficient Hotel operations, he successfully took the responsibility to prepare some financial reports and official documents. As he showed interest and good operational skills as well as good results in hotel operations as from April, 2019 he has been promoted as an operation manager.

I understand that Nugzar is applying for master degree and if your program is seeking superior candidates with a record of achievement, Nugzar is an excellent choice. I believe that his theoretical knowledge got through your program, will be used successfully by him in his professional life.

To conclude, I would like to restate my strong recommendation for Nugzar Potskhishvili. If you have any further questions regarding his ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

General Manager  
Nino Kurtskhalia  
Hotel Management Company

A handwritten signature in blue ink, appearing to read "Nino Kurtskhalia", is written over the typed name.

Hotel Management Company (ID 402050178)  
115, D. Agmashenebeli Ave. - 0112 - Tbilisi - Georgia  
Tel: +995 32 2227 002 - Email: info@tribecahotel.ge

Certificates.pdf 



ილიას სახელმწიფო უნივერსიტეტი  
სტუდენტურ საბავთა დეპარტამენტი

**სერთიფიკატი**  
გადაეცემა

**ნუგზარ ფოცხიშვილს**

მასზედ, რომ წარმატებით გაიარა სტაჟირება სტუდენტურ საქმეთა  
დეპარტამენტში.

სტუდენტურ საქმეთა დეპარტამენტის  
ხელმძღვანელი  
კახაბერ კაპანაძე

თარიღი: \_\_/\_\_/\_\_

# სერტიფიკატი

ბალანსება

*ნუგზა პოტკიშვილი*

გასვალ რომ მონაწილეობა მიიღო ასეების კონკურსში

“სტრიალური ქსელის რელი გიგნასში”



გაცემის თარიღი      საქმეგბერი 2015 წელი

იგელა ხილავალი  
დირამირი

*ნუგზა პოტკიშვილი*

