

## **Curriculum Vitae**

**Veriko Gudava**

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### **Place and date of birth**

Tbilisi, Georgia. 14/07/1981



### **Education**

2015-2019 - Georgian technical University (Doctors degree); The dissertation on a theme: “Design and optimization of financial analysis business-processes of organizations and enterprises” (Finance);

2003-2005 - Georgian technical University (Magistrate); The dissertation on a theme: “Business Games” (Strategic management);

1999-2003 – Georgian technical University (Bachelor degree). Faculty of Informatics and Management Systems, specialty- Economics with Informatics. (With honors)

1988-1999 – Tbilisi secondary school = 189

### **Certificates/Diplomas**

2019 – Financial statements for small and medium enterprises (Savvy)

2009-2015- Financial Accounting (F3), Management accounting (F2), Accountant in business (F1), Performance Management (F5); Financial reporting (F7) (ACCA/ Glasgow, UK);

2013 – Tax legislation (Georgian training house)

2007-2009 - International house (advance level)

2009 – Financial Management (CAC)

2006-2007 – Georgian Business Legislation, International Accounting Standards (CAC)

2005-2006 - Customs law and Customs Business; (Custom Department-Terminal “OPIZA”);

2005 - Business ethics; (Junior Achievement)

### **Working experience**

From 09.2014 – Chief Financial Officer (Financial Director) at Gino Holding;

Responsibilities:

- Supervising staff in financial department;
- Managing a company's financial accounting, monitoring and reporting systems;
- Monitor and control financial transactions according to company policies and regulations;
- Establish and maintain cash controls;
- Control Accounts receivable and payables;
- Preparation of monthly, quarterly and annual Financial reports; Producing accurate financial reports to specific deadlines;
- External relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations such as the Inland Revenue;
- Monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company;
- Assist in auditing activities by providing necessary information and preparing requested documentations;

10.2013 –06.2014 Financial Manager/Chief accountant at the distribution Company Primo LTD

22/10/2007 -16.07.2013 - Chief Accountant at the “Geostari” LTD; (Distribution Company)

**Responsibilities:**

- Supervision the day-to-day operation of the accounting;
- Provide guidance to other Accountants when needed;
- Monitor and record financial transactions according to company policies and regulations;
- Review and recommend changes to existing accounting procedures;
- Preparation of monthly, quarterly and annual Tax declarations;
- Assist in auditing activities by providing necessary information and preparing requested documentations;
- Cooperation with external auditors to carry out annual external auditing;
- Other financial management duties assigned by the Director of Finance;

15/05/2005-21/10/2007 - Chief Accountant at the “Beta” LTD; (Modern Technology Company)

From 2012 - Lecturer at the Georgian Technical University ("Projecting of economical information Systems"); (Projecting of financial information systems);

2008 – 2011 Lecturer at the Georgian Technical University ("Financial Accounting");

2004-2007 - Lecturer at the Georgian Technical University ("Business Game"- Strategic management);

2003-2008 - Lecturer at the Georgian Technical University ("Accounting Computer Systems"-Oriss Accounting);

2003-2005 - Teacher of the office programmer at the ltd “kompasi”;

**Computer literacy**

MS DOS; Windows

MS Office (Word, Excel, Access, Outlook)

ORIS Accounting,

PowerPoint, Photoshop, HTML,

Microsoft Navision; 1C ERP;

**Interests:**

Finances, accounting, audit

**Languages**

Georgian – native

English - Fluent

Russian – Fluent

**Marital status:** Single

**Reference:**

Available upon request