

LADO KANDELAKE

SUMMARY OF QUALIFICATIONS

Fluent in English, Russian, German and Georgian.

Interculturally experienced.

Managerial and leadership skills.

PR, sales & marketing skills.

Good negotiation skills.

Team player.

Creative thinking and decision making.

Good IT skills.

Detail oriented.

EXPERIENCE

2018-Present

“Tsamali.ge” LLC.,
(digital healthcare marketplace/ecosystem)

Founder/now Co-Owner

- Managing the team and project development (Cash flow, development, design, UX/UI, technology, sales, call center, SEO, marketing, etc.).
- Database management and optimization.
- SEO implementing and supervising to grow organic reach and quality traffic (for better conversions).
- Observing local and international digital healthcare market (trends, technologies, devices, medtech, etc.)
- Checking med/health AI opportunities for local market.
- Creating and implementing new projects and modules (such as medicine search and med service price search).
- Looking to implement local health Chatbot.
- Checking best available CRM system for the business process automation.
- Checking KPIs and managing the growth.
- Shareholder and investor reporting.

Project: www.tsamali.ge

2011-Present

Hospital - Medical Center # 1,
(Private Equity Asset Management)

Chairman

- Chair the Executive Committee
- Establishing overall long and short term goals, objectives and priorities for hospital in meeting the needs of the community and patients.
- Primary spokesperson for hospital to the media and community at large.
- Monitoring of financial planning and financial reports.
- Strategic planning.
- Report to Board on status of major programs, projects and issues;
- A signing authority on behalf of the Board for financial and legal purposes.
- Represent the organization to Government and Municipal officials
- Provide leadership and direction to the Board
- In conjunction with the Executive Committee set monthly Board meeting agenda.
- Finding reputable tenants and managing empty spaces for rent.
- Managing rent timely payment issues.
- Doing property management.
- Enhance relationships with other community groups and agencies.
- Let 150 old employees on leave.
- Managing the old building demolition.
- Planning and managing to build small hospital and Recreation Park.

2015-2019

“Premium Web Solutions” LLC.,

Founder (amindi.ge, taripebi.ge, etc) – Exit in 2019

- Business and strategic development and planning.
- Implementing affiliate marketing for online credit companies.
- SEO implementing and supervising to grow organic reach and quality traffic (for better conversions).
- Observing local banking and financial markets (for: taripebi.ge)
- IT market research and monitoring.
- Content management and planning.
- Creating and implementing new projects and modules.
- Checking shareholder reports (monthly bases)

Projects: www.amindi.ge & www.taripebi.ge

2015-2016

JSC PROGRESS BANK.,

Head of Innovation and new products

- Creating new technology projects.
- Implementing mobile bank.
- Changing the website and implementing SEO for the banking products.

- Strategic planning and future development.
- Giving presentations to founders and top management.
- Negotiating Web/IT agreements.
- Market research and monitoring.
- Marketing planning.
- Handle financial issues with vendors.

2014-Present

First Step Georgia, (NGO)
www.firststepgeorgia.org

Board Member (volunteering)

- Advising and guiding management team.
- Discussing organizational and administrative issues.
- Strategic planning and future development.
- Review board member reports.
- Working on fundraising.

2012-2013

Adjarabet.com.,

Head of Innovation and new products

- Managing digital transformation issues (changing existing software and server infrastructure to new and modern standards)
- Searching, checking and implementing new projects.
- Giving presentations to founder and top management.
- Negotiate international agreements.
- Hosting top international gambling companies in Tbilisi.
- Observing local and international gaming technology markets
- Market research and monitoring.
- Negotiate financial issues with the clients.

2012-2015

Sub-Gevorg Church Restoration,
 (Donor, privately funded project)

Project Manager

- Monitoring financial reports and technical price lists.
- Strategic planning.
- Report to donors on status of major issues and project development.
- A signing authority on behalf of the Board for financial and legal purposes.
- Advising and guiding technical team for various issues.
- Helping to manage some unexpected technical or administrative problems.
- Monitoring the fresco restoration issues.

2013-2014

SKYNET LLC,
(ISP - Internet Service Provider)

CEO

- Managing small team.
- Monitoring financial reports, invoices and technical price lists.
- Strategic planning and development.
- Report to shareholders on status of major issues and project development.
- Implementing new technology ideas and concepts (car internet, IP telephony for Android and iOS, etc).
- Meeting new potential customers.
- Preparing agreements (with the lawyer).

2002-2011

American Embassy, Tbilisi,
General Services Office, Procurement Section

Purchasing Agent

- Procure variety of commodities and services for the Embassy and associated agencies by contract, purchase order or petty cash action.
- Purchase a variety of commodities including technical nature purchases, residential supplies/equipment, furniture, expendable and non-expendable office & maintenance supplies, car spare parts, etc.
- Request and obtain price quotation from potential sources (vendors).
- Determine the source in terms of the quality, timelines and cost.
- Investigate and monitor the market, gathers information, analyzes and recommends best offer.
- Prepare US Government contracts and invoices.
- Arrange pre-proposal conferences.
- Maintain/keep all procurement files and catalogs
- Translate procurement documents, contracts.
- On as needed basis, drive Embassy vehicle when conducting local purchases.

2009 (January – March)

IMPAQ AG, Switzerland, Zurich
Sales and Marketing

Sales and Marketing Manager

- Arranging meetings and presentations with private banks and financial institutions.
- Strategic planning and future development of KdPrevent.
- Increasing sales.
- Understand customer needs and requirements.
- Presenting and selling of our competitive advantages.
- Marketing planning and analyses.

- Sales process coordination with marketing and IT team.
- Finding new customers.

2002-2003 (December 2002 – March 2003) American Embassy, Tbilisi,
General Services Office, Travel Section

Travel Assistant

- Provide the full range of travel agent services to U.S. Government official and non-official personnel.
- Responsible in making travel and hotel arrangements for all employees of supported agencies for official travel.
- Arrange the most advantageous travel and lodging accommodations. Provide similar travel services for all visiting official and VIP travelers.
- Advise US citizen personnel of their entitlements in a wide variety of travel situations, including transfer, R&R leave, medical evacuation, invitational travel, emergency leave etc.
- Serve as a point of contact for arranging guesthouses and bed-and-breakfast accommodations.
- Coordinate official passenger meet and greet services with GSO Motor pool and Shipping sections.
- Prepare all necessary paper work for Financial Management Office (FMO) for bank transmission process and cashier balance.
- Manage visa process for embassy staff, travelers arriving and departing through, to and from various countries and transit countries.
- Follow up and update lists of guest houses, hotels, car rental and travel agencies, create new schedules, get all necessary information from airport, railway and bus stations.
- Collect and rate different bulletins, booklets, advertisements, maps for travel section library.

2000-2003 Conservative Union Of Georgian Youth
(NGO)

Chairman

- Leading the union.
- Motivating people and meeting new members.
- Presenting union's activities abroad.
- Deal with correspondence.
- Setup meetings with various international youth organizations.
- Organize charity actions.

2000-2002 American Embassy, Tbilisi,
Diplomatic Security

Receptionist

- Act as receptionist.
- Doing some clerical duties.

- Memo and Report translation.
- Receive and checking the visitors.
- Receive international calls during 24/7.
- Deal with the residential alarm systems (if actuated).
- Action and Reporting for any suspicious activity.

1999-2000 German-Georgian Health Care Service
Office Manager

- Arrange appointments.
- Translate/create various documents, memos, letters, etc.
- Deal with correspondence.
- Receive visitors.
- Assist supervisor.
- Hotel and travel reservations.
- Act as interpreter when necessary.
- Performed some clerical duties.
- Prepare paper work for Financial Office.
- Purchase supplies and equipment.

1998-1999 International Foundation for the Support
of Informatics Development
President's Assistant

- Distribute and sell software on the local market (The Legal Database of Georgia)
- Setup meetings with clients.
- Presenting software to clients.
- Collect information from the Internet
- Deal with correspondence.
- Perform translation duties.

1997-1998 Parliament of Georgia, Committee on Public Health
Care and Social Issues
Translator/Intern

- Performed clerical duties.
- Translate various documents, letters, memos, etc.
- Filing and tracking incoming and outgoing correspondence.

EDUCATION

- **Georgian Technical University, “Wood production technologies and cost savings”** PhD Degree in mechanical engineering and Technology, 2010-2012.
- **Harvard Business Review** – private classes for business development, leadership, creative thinking, sales and marketing. 2007-2008.

- **Georgian Technical University, “Management of Material Production”**, Qualification of Economist-Manager, Masters Degree, 2003-2006.
- **Georgian Technical University**, Mechanical Engineering and Technologies, 1997-2001.
- **Tbilisi Secondary School 6**, Diploma, Tbilisi, Georgia, 1985-1991.
- **English Language Courses**, Diploma, Tbilisi, Georgia, 1985-1991.

ACCOMPLISHMENTS

Marketer.ge – “Action is the most important” interview/advice, September 2013.

FORBES Magazine (print) – “Business Ethics in Georgian” personal publication, October 2012 issue.

FORBES – “Turn ideas into real business” personal publication, 2012, Forbes.ge

Department of State - Official recognition and appreciation award for completion of 10 years of service with the United States Government. Tbilisi, Georgia, December 3, **2010**.

Successful completion of “Customer focused management” training, American Embassy Tbilisi, June 8-9, **2010**.

Certificate of Appreciation – The White House and US Secret Service, September 4, **2008**.

Successful completion of Online Gambling business management training, Tel-Aviv, Israel, **2008**

Successful completion of “Customer focused management” training, American Embassy Tbilisi, September 25-26, **2007**.

Department of State - Meritorious Honor Award for extraordinary efforts and long hard hours in meeting all procurement needs to support the May 9-10 2005, visit of George W. Bush to Tbilisi, Georgia, **2005**.

Department of State - Simplified acquisition workshop, Foreign Service Institute, Washington DC, USA, **2004**.

Department of State – Certificate of Appreciation, Award for remarkable devotion, professional efficiency and determination on obtaining cost saving as a Procurement Agent. Tbilisi, Georgia, May 30, **2003**

Successful completion of “Serving the Customer/Building the Team” training, American Embassy Tbilisi, May 13-15, **2003**.

World Macro problems Meeting, Rome, Italy, **2003**.

“Developing social cohesion via the knowledge society-vision and reality” – seminar. European Youth Center, Strasbourg, France, **2003**.

IYDY 10th Anniversary Celebration, Reception with Lady Margaret Thatcher, London, United Kingdom, **2001**.

Freedom Dinner 5 Honoring Mart Laar and 28th EYC Executive Meeting, Tallinn, Estonia, **2000**.

World Macro problems Meeting, Rome, Italy, **1998**.

Wine tasting at Chateau Carsin in Bordeaux, France, **1998**.

International work camp in Bippen, Germany, **1997**.

World Macro problems Meeting, Rome, Italy, **1996**.

INTERESTS

Technology and Science, Reading, Traveling, Sports (swimming, snowboarding), Music.

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