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OBJECTIVE

- Align with a reliable and competitive company in order to develop a high-performing Financial Manager career
- Help company meet its customer acquisition and revenue growth targets by keeping the company, financially reliable, competitive and innovative
- Perform effective risk management and plan the organization's financial strategy
- Protect the company's revenues and profits to achieve full financial control and sustainable growth
- Manage all financial aspects, including investments and audit activities
- Oversee cash flow planning, prepare and review budgets and track operational metrics (KPIs.)
- Offer in-depth knowledge of risk management methods and the ability to create forecasting models
- Ensure management of company resources in the most beneficial way and help maximize its funding



EDUCATION

2013 – till present

ACCA Professional Qualification Scheme

2007 - 2013

ACCA Advanced Diploma in Accounting and Business

1993 - 1994

Master's Degree: Business Organization & Management

Qualification: Economist

Iv. Javakhishvili, Tbilisi State University, Business School

1989 - 1995

Master's Degree: Hygiene, Epidemiology and Professional Diseases

Qualification: Doctor of Hygiene, Epidemiology and Professional Pathologies **Tbilisi State Medical University, Faculty of Prophylactic Medicine**



EXPERIENCE

Chief Accountant | Frontera Eastern Georgia Ltd, Tbilisi, Georgia

JULY 2017 – OCTOBER 2019

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice to Financial Manager
- Review and recommend modifications to accounting systems and procedures
- Manage accountants'/accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process

- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Direct external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with IFRS standards and local statutory/taxation requirements
- Liaise with Financial Manager to improve financial procedures

Financial Manager | Irakli Dadiani Consulting Services (IDCS)

NOVEMBER 2016 – TILL PRESENT

- Drive the company's financial planning
- Provide project per project and/or consolidated financial reports and interpret financial information to managerial staff while recommending further courses of action
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plan
- Conduct reviews and evaluations for cost-reduction opportunities
- Manage the preparation of the company's project by project and/or annual budgets
- Ensure cash flow is appropriate for the organization's operations
- Perform all finance and accounting transactions
- Ensure compliance with the law and company's policies

Accountant (Part Time) | Sachsen Wasser Representative Office in Georgia

FEBRUARY 2014 – TILL PRESENT

- Gather and monitor financial data (e.g. sales revenues and liabilities)
- Prepare monthly, quarterly and annual statements (balance sheets and income statements)
- Prepare budgets (for the entire company and by department)
- Monitor and report on accounting discrepancies
- Perform month-end and year-end close processes
- Manage all accounting operations via Accounting Software, based on accounting principles
- Prepare budget and financial forecasts

Accountant | Frontera Eastern Georgia Ltd, Tbilisi, Georgia

SEPTEMBER 2007 – JULY 2017

- Manage day to day financial operations, keep accounting record of all transactions in the accounting software
- Preparing journal entries and reconcile general ledger and subsidiary accounts
- Ensure that completed and carefully prepared audit files are delivered to the Financial Manager for review
- Assist in the preparation of statutory accounts from client trial balance of incomplete records, where necessary
- Keeping up to date with auditing, accounting and general taxation issues
- Preparing statutory monthly, quarterly and annual reports for Tax authorities
- Assisting departmental personnel with document processing and other accounting related activities
- Compile financial information and assists in the preparation of financial reports
- Maintaining inventory file for goods received and written-off and reconciling them with warehouse records monthly basis
- Performing continuous stocktaking quarterly basis and periodic stocktaking at the end of each accounting period

Financial Coordinator | Frontera Eastern Georgia Ltd, Tbilisi, Georgia

AUGUST 2006 – SEPTEMBER 2007

- Prepare annual budgets for different Units based on their financial plans
- Implement cost control by comparing actual costs with budgeted(s)
- Prepare daily cost reports based on activity reports received from the field
- Prepare monthly reports on accruals
- Prepare annual forecast reports based on actual and predicted costs

Financial Specialist, Financial Management Office | USA Embassy, Tbilisi, Georgia

SEPTEMBER 1999 – JULY 2006

- Participated in the Mission Performance Plan (MPP) preparation process
- Prepare departmental financial plans
- Prepare, execute and monitor State Department's Budgets
- Provide the full range of accounting services
- Prepare quarterly and monthly Financial Reports
- Manage the status of prior year funds
- Reconcile cuff records with official reports received from Bangkok Financial Service Center
- Pre-certify all non-cashier and cashier vouchers
- Act as a liaison with the State Department, Frankfurt Regional Support Center and Bangkok and Charleston Financial Service Centers
- Provide the back-up support to the Financial Management Officer during periods of leave
- Supervise and provide guidance and advice to subordinates
- Establish and maintain the Financial Management Office's policies and procedures



SKILLS AND ABILITIES

- In depth knowledge of corporate finance and accounting principles and risk management practices
- Excellent knowledge of data analysis and forecasting methods
- Ability to strategize and solve problems
- Strong leadership and organizational skills
- An analytical mind, comfortable with numbers
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive and C-level
- Extensive understanding of financial trends both within the company and general market patterns
- Strong interpersonal, communication and presentation skills
- Able to manage, guide and lead employees to ensure appropriate financial processes are being used
- Strong business sense and industry expertise
- Excellent listening, negotiation and presentation skills
- Language proficiency:
 - English – C2
 - Russian – C2
- Computer literacy and proficiency:
 - MS Office applications (e.g. MS Word, MS Excel, MS Power Point) – Advanced
- Proficient user of finance/accounting software (IDEAS; Orisi Accounting Software)
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations
- Professional qualification such as ACCA (F1, F2, F3, F4, F5, F6, F7, F8, F9, P1, P2)

Note: Certificates and references will be provided upon request.