



NIKA INAURI

CONTACT DETAILS

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WORK EXPERIENCE

BUSINESS DEVELOPMENT MANAGER

2019.09 - PRESENT

VOYAGE TOURS GEORGIA

- Manages a group of sales executives focused on client services
- Ensures adherence to the company code of conduct
- Sales Calls and Duty Trips for Negotiation to generate business
- Attending Exhibitions and Tourism fair events

SALES MANAGER

2017.07 - 2019.09

VOYAGE TOURS GEORGIA

- Preparing required packages for clients
- handling bookings & operation
- Sales Calls and Duty Trips for Negotiation to generate business
- Attending Exhibitions and Tourism fair events

CONTRACTING EXECUTIVE

2016.10 - 2019.07

VOYAGE TOURS GEORGIA

- Pre-opening experience
- Organizing and planning sales calls and inspections
- Prepare action Plans for upcoming months and year
- Preparing rate and condition comparison
- Working on online B2B portal

ADMINISTRATIVE ASSISTANT AND PA TO THE AMBASSADOR

2013.02 - 2015.09

Embassy of Georgia to the Arab Republic of Egypt, Arab Republic of Syria, Republic of Tunisia and State of Libya

- Arrange the personal meetings of the Ambassador
- Arrange official governmental and non-governmental visits
- Control and monitor the meeting schedules
- Attend official meetings

EDUCATION

IV. JAVAKHISHVILI TBILISI STATE UNIVERSITY

2009 - 2016

Faculty of Humanities, Oriental Studies (Arabic language);

CAIRO UNIVERSITY,

2011 - 2012

Faculty of Arts, Arabic Language Department;

Arabic Teaching Program to Non-native Speakers organized by the Ministry of Higher Education of Egypt;

CAIRO UNIVERSITY,

2014-2015

Faculty of Arts, Arabic language course;

LANGUAGES

English

Arabic

Russian

Georgian

ADDITIONAL QUALIFICATIONS

MINISTRY OF FOREIGN AFFAIRS OF GEORGIA

2015.12-2016.05

DEPARTMENT OF SECURITY OF GEORGIAN DIPLOMATIC REPRESENTATIVES AND CONSULAR OFFICES

ABROAD

- **CO-FOUNDER OF DIPLOMATS CLUB CAIRO COMMITTEE**

2014-2015

COMPUTER SKILLS

MS Word, MS Excel, MS Power point, Internet, Outlook