

Nikoloz Ebralidze

Work Experience:

04/2019 - Present

- **Records Management Specialist (UNICEF Project)**
National Center for Disease Control and Public Health

- Continuous monitoring of the "Pregnancy and newborn surveillance module", in other words "Birth Registry", exchange of information with clinics and correction of incorrectly registered data based on precise information.
- Evaluate the quality of applications registered monthly in the "Birth Registry", compare existing data with other databases to ensure validity of all recorded cases.
- Requesting medical cards selected for audit, through clinic's written (reports) and telephone calls
- Visiting clinic and conducting on-site audit.

08/2018 - 04/2019

- **Import Manager**
Pharmaceutical Company LTD „SmartPharm”

- Negotiating with current foreign suppliers about conditions, prices, quality, tenure and guarantee of supply.
- Organizing work schedules and issuing shipping instructions to ensure delivery times and locations are coordinated.
- Finding new suppliers.
- Maintenance of documentation necessary for procurement implementation.
- Checking packaging-marking of medicine and preparation of relevant report.
- Preparation of listing and uploading on RS.GE.

05/2018 - 08/2018

- **Assistant Import Manager**
Pharmaceutical Company LTD „SmartPharm”

- Exploring, negotiating and monitoring transport rate.
- Maintaining documentation necessary for procurement implementation.
- Checking packaging-marking of medicine and preparation of relevant report.
- Preparation of listing and uploading on RS.GE.



Contact information:



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22 June 1995

Native language: Georgian

Foreign languages:

German (Intermediate)

English (Intermediate)

Russian (Intermediate)

11/2015 – 12/2017

- **Healthcare Operator (Quality Manager)
Outpatient Clinic Network LTD „Medcapital”**

- Daily transfer of emergency outpatient cases to healthcare portal.
- To define the compliance of each intervention (NCSP-ICD-10), dates and times of referral and discharge from outpatient department, between portal, form N100 and patient history.
- Controlling and evaluating correctness of diagnosis and implemented intervention in accordance with defined classificatory.
- Managing documentation presented by the departments. (Medical Card, form №100)
- Registration of outpatient visits of “State Healthcare Insurance Program” beneficiaries in healthcare portal (218,165, 36 decrees).
- Dealing with private insurance companies.
- Preparing monthly reporting and analysis of visits and paid sums of patients having a private insurance.

05/2015 – 11/2015

- **Med-Registrar
Outpatient Clinic Network LTD „Medcapital”**

- Filling out the passport part of the patient history.
- Introducing service costs to the patient.
- Implementation of relevant financial operation through the cash register, issuance of relevant receipt;
- Client registration in the system;
- Preparation of registration documents and computer support at citizen's own wish;

Education

	09/2018 – Present
Tbilisi State University - Public Health	Master's degree

	09/2013 – 07/2017
Tbilisi State Medical University – Public Health	Bachelor's degree

Certificates and courses

• UNICEF: Register and Bio bank course	6-10 May 2019
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- Georgian Nutrition Society: Certificate of Attendance - „Nutritionology and Health: Contemporary Challenges” 05/2019
- Tbilisi State University: For attending seminar session on „Portfolio” 11/2018
- Tbilisi State University: For attending seminar session on „Public Health Practice and Public health Project Writing” 11/2018
- Goethe Institut: „Goethe Certificat B2” 04/2016

Computer Skills

- Windows/Web Browsers
- Microsoft Word
- Microsoft Excel
- Microsoft Powe-Point

Driving license: Category **B**