



Tinatin Modzmanishvili

Email: tinano1984@gmail.com

Address: 221 Nutsubidze Street, Tbilisi, Georgia

Phone: 558094094

OBJECTIVE

Procurement Manager with over 10 years of experience providing thorough and skillful support to the Companies.

EXPERIENCE

Tbilisi, Georgia
October 2018 - Present

Import and Logistic Manager

LLC New Standard Group (Veneto Design)

- Responsible for planning, developing and buying construction materials, Ceramic tiles, sanitary ware products, Washbasins, bathroom furniture and accessories, Kitchen supplies in a timely and cost effective way;
- Build and develop relationships with key suppliers and customers.
- Prepare purchase requisitions, approve and issue purchase orders in accordance with company policy and negotiated terms and conditions.
- Liaise with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Lead the procurement group in all phases

Tbilisi, Georgia
January 2017 - July 2018

Head of Procurement Unit

JSC Silknet

- Development of organizational procurement strategy
- Creation and management of short, mid, and long term goals and objectives
- Identification and realization of cost-saving and cost-reduction opportunities
- Management of procurement staff in sourcing, contracting, transactional purchasing, supplier management
- Managing the skills and competency development of procurement staff, including training development and knowledge management capabilities
- Budget management for categories under management and for procurement itself

Tbilisi, Georgia
February 2011 - December 2017

Senior Procurement Manager

JSC Silknet

- Responsible for the development, implementation and on-going management of the Procurement Strategy.
- To lead the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier performance management.
- To drive continuous improvement, best value and quality improvements within the team and departments in challenging existing practices and actively seek ways to achieve better outcomes, contributing to ensure key

performance and financial targets are met and corrective action taken where necessary.

- To report to the Senior Executive team and respective committees as may be required from time to time to provide up to date status reports on procurement to include development, demonstrate value for money and compliance to regulatory procurement requirements,
- To develop excellent and effective collaborative relationships with key Suppliers to ensure strategic and operational needs are fully understood and incorporated.
- Establishing and managing future demand and capacity planning including the development to supplier risk management.
- Facilitate development of relationship with existing and potential suppliers

Tbilisi, Georgia
December 2007 - January 2011

Commercial and Operations Manager

Ahlers

- file system maintenance
- Prepare monthly financial Reports.
- Invoice Issuance and registration.
- Direct activities related to dispatching, routing, and tracking transportation vehicles, such as aircraft and railroad cars, Containers.
- Organize and archive operational administration.
- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- work with different kind of agreements together with the lawyer;
- Assist sales team with marketing transportation services by providing information about available capacity and working with existing customers in sales opportunities;

Tbilisi, Georgia
December 2006 - December 2007

Administrative Manager

Pharmaceutical Company Medservice Ltd

- Organized and interpreted business meetings
- Administered incoming and outgoing correspondence and documentation
- Organized, executed and archived operational administration
- Had incoming and outgoing correspondence duly registered
- Numbered and kept record of the correspondence

EDUCATION

Tbilisi, Georgia
2001- 2006

Business Management

Tbilisi State University of Economic Relations

Masters Degree in Business Management and Administration

Tbilisi, Georgia
2006-2007

Business Management and Administration

Cambridge Affiliate Center One World

Cambridge College Diploma

SKILLS

- Communication

LANGUAGES

Russian

- Ability to Work Under Pressure
- Decision Making
- Time Management
- Conflict Resolution
- Leadership
- Adaptability
- Teamwork
- Creativity
- Microsoft Office, MS Word, MS Excel, MS Outlook

Fluent

English
Fluent

Turkish
Beginner