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| **GEORGE ITRIEV**  **V. Pshavela av., II /29**  **Tbilisi, Georgia.**  **tel: +995 (555) 262731 +995 (591) 190187**  **e-mail:** [**georgeitriev@gmail.com**](mailto:georgeitriev@gmail.com);  **web**: **[www.linkedin.com/pub/george-jura-itriev/4b/b77/662/](http://www.linkedin.com/pub/george-jura-itriev/4b/b77/662/" \o "View public profile)** |  | **1002614_608989662497797_1287183677_n.jpg** |

**CV**

**WORKING BACKGROUND:**

**Since 04 2012 Freelancer:**

**Freelance: Tax Researcher at «**[**Wolters Kluwer TAA Ltd**](http://www.wolterskluwer.com/Pages/Home.aspx)**» (Great Britan):**

* Monthly analysis of Tax Code of Georgia;
* Monthly analysis of relevant to tax statutory of Georgia;
* Tracing amendments and changes;
* Formation of month tracker;

**Freelance: Author-Editor of news media portals:** [**http://www.novostimira.com.ua/**](http://www.novostimira.com.ua/) **(more 1000 articles)**

Economic and finance analytics, press-releases, news articles, photo reports, etc.

**Freelance: Registered Translator in a number of translation services:**

[**Sodeistvie i CO Limited**](http://clearspending.ru/supplier/inn=5406693556&kpp=540601001) **(Russia, Novosibirsk);**

[**Nota Bene**](http://notabeneby.com/en/) **(Belorussia, Minsk);**

[**Eclipse**](http://buro-eclipse.ru/) **(Russia, Moscow);**

[**Yes We Can**](http://www.ywec.ru/) **(Russia, Sankt Petersburg);**

[**Trans Universal**](http://www.moyperevod.ru/) **(Russia, Moscow)**

**Freelance: Content-Manager on a number of portals (writing organization, disposition, SEO, etc):**

[**Ecology site**](http://ecopromcentr.ru/)**,** [**Construction site**](http://www.stroy-dom.net/)**,** [**Cars**](http://howcarworks.ru/)**,** [**Family site**](http://efamily.ru/)**,** [**Pets help**](http://pets-help.ru/)**,** [**Culinary**](http://www.studio-art-trio.ru/)

**2010 -2012(04)** “[Georgian Railway](http://www.railway.ge)” LLC (further GR) Financial Dept, Managerial Accounting Centre.

**Position:** **Head of Fixed Assets division (staff supervised:2)**

**Responsibilities and duties:**

Asset Management, Financial Management, Management accounting:

* Administration of company’s Fixed Assets in frame of SBU (Structural Branch Unit); definition of assets [useful life](file:///C:\Users\user\Desktop\mail.ru\Master_Age_Calc.xlsm) necessary for accounting;
* Budgeting;
* Investment appraisal for Fixed Assets, calculation of necessary indicators for it;
* [Business-plans](file:///C:\Users\user\Desktop\mail.ru\GRTC.pptx) preparation - participation in business-plan creation, research works of various factors which impact the project (SWAT), consistency with budget;;
* [Financial analysis](file:///C:\Users\user\Desktop\mail.ru\NC2009_2010_2011.xlsx) in regard of company’s Fixed Assets due to classes (inspecting acceptance NPV, IRR Payback, ROCE etc);
* Administration of procurement processes of Fixed Assets (variance analyses, consistency prices with budget, [preparation of technical indicators](file:///C:\Users\user\Desktop\mail.ru\T%20E%20Q.xlsx), definition of approximate purchase price, [preparation](file:///C:\Users\user\Desktop\mail.ru\purchase%20order.xlsx) for tender suggestion, quality check, warehousing, etc);
* [Administration of procurement contracts](file:///C:\Users\user\Desktop\mail.ru\Project%20-%20Contract%20Management%20Accounts.xlsx); Participation in Management of acc. receivables and payables regarding GR’s Fixed Assets. (agreement analysis, terms, etc)
* Quantitative and qualitative analysis of [GR’s Assets](file:///C:\Users\user\Desktop\mail.ru\NC2009_2010_2011.xlsx) due to financial and non-financial data;
* GR’s Fixed Assets analytical reports provision for company’s management, - such as: acquisitions, transfer, other financial and non-financial various analytical reports concerned with operating activity.
* [Presentation](file:///C:\Users\user\Desktop\mail.ru\15_11_prezentacia.pptx) of SBU’s work [results](file:///C:\Users\user\Desktop\mail.ru\Freight%20SBU%2010m%202011%20Presentation%2011%2015%202011%20DT.pptx);

**Achievements:** business plan of [GRTC](http://trans.railway.ge/) (GR’s Trans Container)

Various refurbishment projects.

**2006 - 2010 “GR” LLC Financial Dept, Service of Analytics and Accounting**

**Position: Head of analytical group (staff supervised: 7) .**

**Responsibilities and duties:**

**1.** Construction of GR’s “Tariff Policy” project

**2.** Management Accounting - planed and operative analytical [reports](file:///C:\Users\user\Desktop\mail.ru\daskvna_08_2010.doc) for railway authority due to statistical, economic and financial data, variance analysis (regarded to previous accounting periods, forecast, plan) such as:

* [Basic indicators](file:///C:\Users\user\Desktop\mail.ru\basic%20indicators.xlsx),
* [Freight and revenues](file:///C:\Users\user\Desktop\mail.ru\Revenues_transportation.xlsx) from transportation;
* Freight and revenues due to [expeditors](file:///C:\Users\user\Desktop\mail.ru\expeditors.xlsx);
* Gain/Loss from [mutual settlement](file:///C:\Users\user\Desktop\mail.ru\mutual_settlement.xlsx) balances of wagon usage;
* [Loading, unloading, additional fees](file:///C:\Users\user\Desktop\mail.ru\additional%20fees.xlsx);
* [Containers](file:///C:\Users\user\Desktop\mail.ru\cont.xlsx) transportation and revenues from it;
* [Refrigerator](file:///C:\Users\user\Desktop\mail.ru\ref.xlsx) fleet analyses;
* [Technica](file:///C:\Users\user\Desktop\mail.ru\tech_norm.xlsx)l norms and fulfillment;
* [Loco](file:///C:\Users\user\Desktop\mail.ru\el_Tb_cist_08.xls) fleet analyses:
* [Wagon](file:///C:\Users\user\Desktop\mail.ru\vag_gam_08_2010.xls) fleet analyses;
* [Logistical route](file:///C:\Users\user\Desktop\mail.ru\Route%20strategy.jpg) optimization;

* [Assistance](C:\\Users\\user\\Desktop\\mail.ru\\tar_an.xlsx) in issuing of GR LLC Tariff Policy regarded to statistics, following for changes;

**Foreign experience according to position:**

* Work group’s Meeting in Dushanbe, Tajikistan 05 2006: Participation in [ETT](file:///C:\Users\user\Desktop\mail.ru\Tariff%20ETT_01.01.2012.pdf) (Integrated Transit Tariff) tariff formation, consistency with [MTT](file:///C:\Users\user\Desktop\mail.ru\Tariff%20%20MTT_%2001.01.2011.pdf) (International Transit Tariff);
* Work group’s Meeting in Brest, Belorussia 04 2007: Participation in [ГНГ](http://www.proexpress.ru/gng/sort/a.html) 2007 (Harmonized Cargo Nomenclature) formation;

**Achievements:** Creation of GR LLC’s “TARIFF POLICY”

**2005-2006** IT centre of “GR” LLC

**Position: IT senior specialist**. **(staff supervised:1)**

**Responsibilities and duties:**

* Research, investigation and analyses of defined case;
* Technical charting according to the field specificity;
* Project preparation of technology processes for IT software;
* Working with databases, provision of database liaisons, by key parameters, new database creation;
* Testing of the created product;
* Exposure before user;
* Staff training according to the framework of soft;

**Achievements:** [Projects](file:///C:\Users\user\Desktop\mail.ru\IT_tecnnology.pdf) are operational

**2005(02)-2005(08)** Branch of “GR” LLC Tbilisi-Sorting

**Position:** **Staff training engineer** **(staff trained: 120)**

**Responsibilities and duties:**

* Staff training of Tbilisi-Sorting branch in rules and instructions according to railway technology operations;
* Performance of improvement projects before authorities;
* Control in fulfillment of safety instruction;

**Achievements:** Setting of the [testing system](file:///C:\Users\user\Desktop\mail.ru\tests.pdf) for personal training in Rail Code and Technical instructions,

[2 projects of rationalization](file:///C:\Users\user\Desktop\mail.ru\Rationalization.pdf) of line management, improvement plan of [station’s line](file:///C:\Users\user\Desktop\mail.ru\line.pdf) development.

**1996-2005** Branch of “GR” LLC Tbilisi-Sorting

**Position**: **Station master on** [**duty**](http://railwayz.info/photolines/showphoto.php?ph_id=7648) **(shift staff supervised: 20)**

**Responsibilities and duties:**

Shift commander - responsible for safe fulfillment of operations for freight trains according to Rail Code (arriving, passage, sorting, coupling, preparation, etc), supervision of 20 shift staff members.

**1995-1996** “Georgian Railway” LLC. Tbilisi-Sorting branch (station)

**Position:** **Assistant** to station master on duty

**Responsibilities and duties:**

Carrying train documentation, assistance in work to Station master on duty;

**EDUCATION BACKGROUND:**

**1990-1995**

[**Georgian Technical University**](http://gtu.ge/indexEng.php)

[**Faculty:**](http://satransporto.gtu.ge/index.php) Management of railway transport

**Diploma degree:** Management of railway processes on railway transport (near to master’s degree)

**2009 to present**

[**ACCA**](http://www.accaglobal.com/) **(Association of Chartered Certified Accountants), United Kingdom**

Paper F1 (Accountant in Business [AB](http://www2.accaglobal.com/students/acca/exams/f1/))-passed

Paper F2 (Management Accounting [MA](http://www2.accaglobal.com/students/acca/exams/f2/))-passed

Paper F3 (Financial Accounting International [FA](http://www2.accaglobal.com/students/acca/exams/f3/))-passed

Paper F5 (Performance Management [PM](http://www2.accaglobal.com/students/acca/exams/f5/))-passed

Paper F7 (Financial Reporting [FR](http://www2.accaglobal.com/students/acca/exams/f7/))-passed

Paper F9 (Financial Management [FM](http://www2.accaglobal.com/students/acca/exams/f9/)) – passed

**Courses attended**

**1997-1998**

Master’s Training Department at GTU, [ICC program](http://www.language-learning.net/)

“English for Transport”

[Certificate of ICC](http://www.language-learning.net/en/articles/language-certificates/english-language-certificates/certificates-for-special-purposes) “English for Transport”

**1988-1989**

Radio-technical school

Diploma in [“Assembler or radio-equipment and devices”](file:///C:\Users\user\Desktop\mail.ru\Image.JPG)

**Computer literacy:**

Specific programs relevant to activity (1\_C, SAS, etc)

MS Office programs:

Excel (advanced, up to VBA), Power Point (advanced, up to VBA), Word, Visio, Outlook, Access

**Languages:**

Georgian and Russian native, fluent in English.

**Referees details:**

**Head of Financial Department**

**Magda Bitadze**

**+995 591 199600**

**Technical Director Marabda-Kartsachi**

**Tengiz Todua**

**+995 595 150066**

**Head of Statistics and Analytics Service**

**Kakhaber Kopadze**

**+995 591 190173**

**Head of Managerial Accounting Centre**

**Irina Mebagishvili**

**+995 591 190183**