

*Working background is divided by departments

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RESUME



WORKING BACKGROUND:

My specialties in general				
Management	IT	Finance	Electronics	Freelance
Field Engineering, Planning of Operations, Staff Management, Project Management, Reporting Analysis.	IT design, Technology design, Field design for soft creation.	Management, Reporting, Analyses.	Fitter of electronic equipment, Scheme Design.	Tax Research, Translations, Copywrite

Technical department

2005-2006 IT Centre of "Georgian Railways" LLC (farther GR)

Position: IT Senior Specialist

Responsibilities and duties:

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

Achievements: Projects are operational

2005(02)-2005(08) Branch of "GR" station Tbilisi-Sorting

Position: Field Engineer (staff trained: up to 120)

Responsibilities and duties:

- Station's staff training in Rail Code relevant to operations;
- Preparation & Performance of engineering projects;
- Scheme creation for Rail line development;
- Control in fulfillment of safety instruction;

Achievements:

Setting of the testing system for personal training in Rail Code, Technical instructions and other relevant materials;

2 projects of rationalization of line management, improvement plan of the station's ways development.

1996(01)-2005(02) "GR" Tbilisi-Sorting station

Position: Station Master on Duty (shift staff supervised: 20)

Responsibilities and duties:

- Operative Management of Rail transportation in framework of Tbilisi-Sorting;
- Complex control of operations;
- Acting through the strict command hierarchy;
- Train arriving, passage, sorting, coupling, preparation;
- Control of shift employee in their duty fulfillment;
- Acting in strict relevance with Rail Code;
- Management of Control Desk;
- Carrying of Train documentation.

1995(07)-1996(01) "GR", Tbilisi-Sorting

Position: Assistant to Station Master on Duty

Responsibilities and duties:

Processing of train documentation, assistance in work to Station Master on duty;

Finance & Statistics Department

2010(12) -2012(04) "Georgian Railway" LLC Financial Dept, Managerial Accounting Centre.

Position: Head of Fixed Assets Division

Responsibilities and duties:

(Asset Management, Financial Management, Management accounting)

- Brunch Budgeting;
- Administration of company's Fixed Assets in frame of SBU (Structural Branch Unit);
- Definition of assets useful life necessary for accounting;
- Investment appraisal for Fixed Assets, calculation of necessary indicators for it;
- Business-plans preparation, research works of various factors which impact the project (SWAT), consistency with budget;
- Financial analysis 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 with budget, preparation of technical indicators, definition of approximate purchase price, preparation for tender suggestion, quality check, warehousing, etc);
- Administration of procurement contracts; Participation in Management of acc. receivables and payables regarding GR's Fixed Assets. (contracts' analysis, terms, etc)
- Quantitative and qualitative analysis of GR's Fixed Assets in regard of financial and non-financial data;
- GR's Fixed Assets analytical reports processing for company's management, such as: acquisitions, transfer, other financial and non-financial analytical reports relevant to activity;
- Forecast in regard of CAPEX, Lease, and Profitability of Procurement;
- Various financial and non-financial operative tasks;
- Presentation of SBU's work results;

Achievements: business plan of GRTC (GR's Trans Container)

Various refurbishment projects.

2006 - 2010 "GR" LLC Financial Dept, Statistics and Analytics Service

Position: Head of Analytical Group (staff supervised: 7).

Responsibilities and duties:

1. Construction of GR's "Tariff Policy" project
2. Management Accounting - planned and operative analytical reports for railway authority due to statistical, economic and financial data, variance analysis (previous accounting periods, forecast, plan) such as:

- Basic performance indicators;
- Freight and revenues from transportation;
- Freight and revenues due to expeditors;
- Gain/Loss from mutual settlement balances of wagon usage;
- Loading, unloading, additional fees;
- Containers transportation and revenues from it;
- Refrigerator fleet analyses;
- Technical norms and fulfillment;
- Loco fleet analyses:
- Wagon fleet analyses;
- Logistical route optimization;
- Assistance in issuing of GR LLC Tariff Policy regarded to statistics, following for changes;
- Publication of GR LLC Tariff Policy.

Foreign experience according to position:

Work group meeting in Dushanbe, Tajikistan 05 2006:

Participation in ETT (Integrated Transit Tariff) tariff formation, consistency with MTT (International Transit Tariff);

Work group's Meeting in Brest, Belorussia 04 2007:

Participation in ГНГ 2007 (Harmonized Cargo Nomenclature) formation;

Achievements:

Creation and publication of GR LLC's "TARIFF POLICY"

Publication of Harmonized Cargo Nomenclature

Freelance Department

Since 04 2012 Freelance based self-employed:

Freelance Tax Researcher at «Wolters Kluwer TAA Ltd» (Great Britain):

- Monthly analysis of Tax Code of Georgia;
- Monthly analysis of Labor Code of Georgia;
- Monthly analysis of relevant to tax statutory of Georgia;
- Tracing amendments and changes;
- Tracker formation of audited month;

Freelance editor of news media portal

Georgia, Politics, Economics and Finance analytics

**Freelance registered and certified translator in a number of translation agencies:
(ENG-KA-RU)**

- One hour translation (USA);
- SEVA (Saudi Arabia);
- Sodeistvie i CO Limited (Russia, Novosibirsk);
- Nota Bene (Belorussia, Minsk);
- Eclipse (Russia, Moscow);

Freelance: Content-Manager on a number of portals (content organization, allocation, SEO, etc).

EDUCATION BACKGROUND:

1990-1995 y.y.

Georgian Technical University

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Faculty: Management of Railway Transport

Diploma degree: Management of Railway Processes on Railway Transport (near to master's degree)

2009 to present

ACCA (Association of Chartered Certified Accountants), United Kingdom

Paper F1 (Accountant in Business AB)-passed

Paper F2 (Management Accounting MA)-passed

Paper F3 (Financial Accounting International FA)-passed

Paper F5 (Performance Management PM)-passed

Paper F7 (Financial Reporting FR)-passed

Paper F9 (Financial Management FM) – passed

Courses attended

1997-1998 y.y.

Master's Training Department at GTU, ICC program

"English for Transport"

Certificate of ICC "English for Transport"

1988-1989 y.y.

Radio-technical school

Diploma in "Assembler of Electronic Equipment"

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:

Native Georgian and Russian, English advanced.

Referees details:

Head of Financial Department

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Tengiz Todua

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