

Tamara Sharia

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Sex Female | Date of birth 31/07/1989
Nationality Georgian



PROFESSIONAL EXPERIENCE

2019-2018 Assistant to the Director

BTC Co Ltd

Planning and attending the meetings, responding mails and phone calls, translation, administrative tasks and etc..

2017-15 Project Manager Assistant

Business Consulting Georgia Ltd

Supporting investors who are interested to embark on business in Georgia. Planning meetings and represent them at the official structures.

2015-13 Business Development Manager Assistant

Alfas Business Group

Finding potential investors for investment projects and potential market for the product, providing market analyse, analysing Investment environment.

2012 Manager Assistant

Supervisor in retail clothing department store.

Supervising staff, merchandising and sales, sales target and liaising with clients.

2011 Promoter

Universe Business Group

Promoter for commercial equipment and communication with potential customers.

EDUCATION and TRAINING

2016 Culinary Art Academy

Kitchen organization and food technology

2010 Bachelor Diploma

Ilia Chavchavadze State University (Tbilisi, Georgia).

Translator-Interpreter of Foreign Language (English).

2009 Master Teaching Method

Queens English

2008 Leadership and Teambuilding

Association Atinati

2006 High School Diploma

British Lyceum

LANGUAGES

English, Russian, Persian.

SKILLS and KNOWLEDGES

Competent in Word, Excel, Power point

Good communication skills in the Business and Education fields, have working experience in both

Have good leadership skills

Responsible, Highly motivated And Diligent.

Willing to get new knowledge.

Hobbies

Cooking, traveling, reading, music, dance, theatre, badminton, horse riding.