

Nikoloz Macharashvili

Experience

2011 – 2012 **May, Concord Travel Georgia**

Tour operator

2008 – 2011 **QUARTZITE LTD**

Office Manager

2006 – 2007 **CARDUE LTD** owner of brand **KOLKHURI**

Sales Director

- Lead the team of two expeditors and one merchandiser.
- Was involved in developing of the local trade marketing strategy and all local incentives.
- Increased monthly sales in direct distribution from \$15 000 to \$40 000

2003 - 2006 **Ernst & Young - Georgia**

Consultant

- Working for human resource projects.
- Working with new clients.
- Management of Time 2000
- Making salary research
- Making valuation – Assessment Center

2000 –2003 **GCG- Consulting – Representing Arthur Andersen** in Georgia

Consultant

- Working for human resource projects.
- Drafting Agreements.
- Working with new clients.
- Making economical digests.
- Making salary research

1999-2000 **Corneel-Geerts East Transportgroup** Georgian Office

Human resource manager- Lawyer

- Drafting Labor Agreements.
- Daily contact with Embassy
- Preparing visas for drivers.
- Preparing Insurance polices for drivers.
- Staff recruitment

1998-1999

ESM-Tbilisi

Tbilisi, Georgia

Lawyer

- Working with documents
- Drafting Labor Agreements

1997–1998

Stimorol Caucasia.

Georgian Office

Sales Representative

- Expanded territorial sales by 400%.
- Developed Excellence In Sales training course.

1996-1997

Concord Unlimited Ltd.- N21 taxi station. (N.Y.-Moscow)

Human resource manager

- Staff recruitment
- Identification of training needs and carrier development plan for Front Line staff
- Staff training
- Drafting Labor Agreements
- Preparing Insurance polices for drivers.

1994-1995

Fountain Foods

Moscow , Office

Sales Representative

- Working with new clients
- Sale and distribution fountain products

1992-1994

Tbilisi City Court

Tbilisi, Georgia

Human resource manager

- Drafting Labor Agreements
- Working with documents

Education

1990-1999

Iv. Javakhishvili, Tbilisi State University

- B.A., Law.
- Qualification: Lawyer .

1987-1990

Tbilisi Technical School of Telecommunications

- Qualification: Telecommunications worker

Training**March 2003****Ernst & Young****Certificate in International Independence Policies course****April 1997****DANDY CHEWING GUM A/S****Copenhagen,****Denmark**

Certificate in „Sales Presentation Skills”

October 2004**HRM- Begin Group Moscow****Seventh professional exhibition of Human Resource Management**

Certificate of exhibits participants

Languages**Georgian native.****Russian native.****English good.****Computer Skills**

Microsoft Excel, Word, Power Point, Microsoft Access, Lotus Notes

Netscape Navigator, Internet Explorer, Outlook Express, etc.