

Thea Dzigua

Village Khadik, Tsalka District, Georgia

E-mail: tdzigua@yahoo.com

Phone: 577 319192

Name	<i>Thea</i>
Surname	<i>Dzigua</i>
Date of birth	<i>16th of June, 1980</i>
Sex	<i>Female</i>
Marital status	<i>Divorced, Daughter – 9 years old</i>
Nationality	<i>Georgian</i>
Phone	<i>Cellular: 577 319192</i>
Address	<i>Village Khadik, Tsalka district, Georgia</i>
Education	<i>1986-96 Secondary school, Batumi 1997 –2001 Medical Institute, Batumi 2002-2003 accounting Courses, Batumi</i>
Experience	<p style="text-align: center;">South Caucasus Pipeline Expansion Project BEJV “Bechtel-Enka” HSS Department Position: Data & Document Coordinator</p> <p style="text-align: center;"><i>Responsibilities:</i></p> <p><i>From August 2014-up to present</i></p> <ul style="list-style-type: none">• Action Tracking Register, BOSS chat• SOC-BOSS card registration and monitoring• Issue and registration of permits to work

June 2014-
August 2014

BEJV “Bechtel-Enka”
DCC Department
Position: DCC officer (Document Controller)

Responsibilities:

- *Preparing, scanning and copying documents.*
- *Working in special program E-Cloud.*
- *Documents handling – reception, registration, segregation and distribution as per request/requirement to different departments.*

From
October.2103-
May 2014

CSG2 Road Construction Camp
Construction Company IDC
Position: DCC officer (Document Controller)

Responsibilities:

- *Drawing different kinds of tables (soft files) for monitoring employee’s attendance, transport maintenance and etc.*
- *Daily making time-sheets for registration, checking up and monitoring of labor force, security staff. And machinery in order to distribute them in accordance with charged and set task.*
- *Preparing, scanning and copying documents for their distribution.*

2004-2006

BTC and SCP projects
Pipeline Construction Company “Amec-Spie-Petrofac”
Position: Fuel Consumption Controller; DCC officer

Responsibilities:

- *Company’s all transport and other facilities (pumps, generators and etc) fuel usage registration and monitoring.*
- *Daily controlling of fuel receive, distribution and consumption.*
- *Preparing daily, weekly and monthly reports regarding fuel dispense*
- *Making whole stock daily balances.*
- *Daily Re-checking stock quantity in the tanks and tankers.*
- *Monitoring company’s transport on a daily basis in order to reveal stand*

by or damaged vehicles to be taken into account while fuel consumption calculation.

- *Conducting weekly meetings and toolboxes with tanker drivers and fuel men from stations to make sure, that refilled transport means and other equipment are recorded properly and all documents drawn correctly, eliminating mistakes.*
- *Drawing different kinds of tables (soft files) for monitoring employee's attendance, transport maintenance and etc.*
- *Daily making time-sheets for registration, checking up and monitoring of labor force, security staff. and machinery in order to distribute them in accordance with charged and set task.*
- *Preparing, scanning and copying documents for their distribution.*

Energy Company, Batumi

***Department: Customer's Service
Position: Public Relations Officer***

Responsibilities:

2003-2004

- *Making Database in accordance with population pay ability*
- *Listing vulnerable families or individuals for switching them in US AID assistance program*

Supreme Council of Adjarian Autonomy, Batumi

***Department: DCC
Position: Press secretary***

Responsibilities:

2002-2003

- *Receiving and sorting out statements, complaints, request, and other kind of submitted correspondences.*
- *Proper distribution of received material to the different Governmental Institutions.*

Languages

- *Georgian - native*
- *Russian - conversational*
- *English - conversational*

Skills

- *Team player with the ability to handle projects individually if required*
 - *Highly self motivated with a commitment to perform and exceed expectations.*
 - *Efficient work on multiple projects.*
 - *Analytical capable,, responsible, and hard working.*
 - *Computer operator (MS Word, Excel, Outlook, Internet);*
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