 **Tamar**

**Tamar.385004@2freemail.com**



**Summary**



To work in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding the task at hand. I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills and experience.



**Professional Skills**



Ability to take on Multi Task / attending customer’s inquiries and complaints. Proven record of honesty, reliability and responsibility.

Professional in Account Management, Financial Accounting, Financial Reporting, Management Accounting, Tax Preparation, Financial Analysis, Auditing, Finance management, General

management, Budgeting, Accounting Software, Microsoft Office Software, Cash flow, International Financial Reporting Standards (IFRS)

Experienced in different industries, such as: Retail/Wholesale, Food/Beverage production, Telecommunications, with local, international and multinational companies.

Experienced deal with banks, tax and custom departments, suppliers and customers.

Able training, motivating, keep under control and manege staff.

Problem solving skills.

Fluent in English, Russian as a second language.

Able Manage and complete the work as per the demand of time.

Initiative and needs minimum supervision.



**Work experience**



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| **Customer Relations** | 2014 - 2017 |
| BSL International FZC |  |

To Deal with every single issues and queries of customer via email, phone, fax. Examine their circumstances and decide the right measure.

Respond promptly to customer inquiries.

Manage Administration, maintain customer database communicate and coordinate with internal departments. Record details of action taken and follow up on customer interactions.

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| **Chief Accountant** | 2013 - 2014 |
| Times Georgia |  |

As an Chief Accountant I was in charge of accounting departments of the Times Georgia - the jewelry sales company. I was dealing with local banks, suppliers, costumers, tax and customs departments of Georgia.

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| **Chief Accountant** | 2012 - 2013 |
| Ecofood Georgia |  |

As an Chief Accountant I was in charge of accounting departments of the Ecofood Georgia - the production company. I was dealing with local banks, costumers, suppliers, tax and customs departments of Georgia, Shear holders.

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| **Chief Accountant** | 2010 - 2012 |
| Natakhtari - Efes Pilsner |  |

As an Chief Accountant I was in charge of accounting departments of the Natakhtari - Efes Pilsner Georgia - the production company. I was dealing with local banks, the costumers, tax and customs departments of Georgia. Preparing tax declarations.

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| **Chief Accountant** | 2008 - 2009 |
| Avon Georgia |  |

As an Accounts Manager I was in charge of accounts departments of the Avon Georgia -

Multinational Cosmetics company. I was dealing with local banks, tax and customs departments of Georgia.

Preparing financial statements and tax declarations.

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| **Financial Manager** | 2004 - 2007 |
| InfoGeorgia XX! |  |

As a Financial Manager I was in charge of Financial, transportation and accounting departments of the InfoGeorgia XX! - the Communication company. I was dealing with local banks, costumers, tax and customs departments of Georgia, Shear holders. Preparing tax declarations and financial statements.

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| **Chief Accountant** | 2001 - 2004 |
| Georgian Egg |  |

As an Chief Accountant I was in charge of accounting department of the Georgian Egg - production company. I was dealing with local banks, costumers, suppliers, tax and customs departments of Georgia, Shear holders.



**Education**



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| **Diploma in Finance & Accounting** | 2007 - 2009 |  |
| Cambridge Business School |  |  |
| Faculty of Business Development |  |  |
| **Bachelor in Business Relations** | 1992 - 1997 |  |
| Tbilisi State University |  |  |
| Faculty of Business Relations |  |  |
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| **Personal Data** |  |  |  |
|  |  |  |
|  |  |  |  |  |
| Sex | : | Female |  |  |
| DOF | : | 07/11/1974 |  |  |
| Nationality | : | Georgian |  |  |