

**Ana Macharadze**

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**Work Experience**

10/2015  
till present

**Senior Specialist in the field of Procurement in  
LLC “Sportmshenservice” (Olympic Pool, Olympic palace)**

*Main Duties and Responsibilities:*

- Prepare a procurement plan;
- Conducting market research;
- Search for CPV code in the plan to determine the type of procurement implementation (simplified procurement, tender, consolidated);
- Accounting: annual plan, simplified procurement, tenders, long-term contracts;
- Preparation of procurement documentation, such as a signature on the absence of a conflict of interest and an inspection report preparation;
- Placement of procurement related documents in the system (spa.ge);
- Communicating with suppliers as part of procurement, preparing relevant correspondence (sending, posting) and organizing meetings.

**Education**

2012 - 2017 **Bachelor’s BSC in Business Engineering,**  
majoring in PR  
Georgian Technical University

**Other Trainings and Education**

2016 **State Procurement Agency**  
*Public Procurement Course*

2020 **Institute of Public Audit**  
*Public Procurement Training Course*

**Languages**

- Georgian – Native
- English – Fluent

**Computer Skills**

MS Windows, Microsoft Word, Excel, Outlook, Power Point,

**Personal Characteristics**

Well organized,  
With high sense of responsibility and motivation,  
Analytical skills,  
Good team player,  
Good communication skills,  
Ability to work under stress and tough deadlines.