

NATALIA SIRADZE

CONTACT

E-mail: siradze.natalia@gmail.com
Mobile: +995 599 70 66 22

PROFESSIONAL SKILLS

Microsoft Office
Oris Accounting
IC
Writing and Communicative skills
Time Management
Analytical skills

PERSONAL SKILLS

Reliable and professional
Organized
Team player
Fast learner
Motivated

LANGUAGES

Georgian - Native Speaker
English - Intermediate (B1)
Russian - Advanced (C1)

WORK EXPERIENCE

COMMERCIAL DIRECTOR, ACCOUNTANT

Social Enterprise "Babale" LLC | Sep 2021 – current

- Overseeing commercial operations and strategy;
- Managing accounting functions and financial reporting;
- Collaborated with executive team to set strategic goals and objectives for sustainable business development.

ACCOUNTANT

Sapovnela+ | Jan 2017 – Sep 2021

- Managed financial records, ensuring accuracy and compliance with accounting standards;
- Prepared financial statements, reports, and budgets to support decision-making processes;
- Conducted financial analysis and provided recommendations to improve financial performance.

LEADING SALES EXPERT, HEAD OF DEPARTMENT

Finding+ | 2017 – 2021

- Developed and executed strategic sales plans to drive business growth and achieve sales targets.
- Led and motivated sales teams, providing coaching and guidance to enhance performance and productivity.
- Analyzed market trends and customer feedback to identify new business opportunities and improve service delivery.

SALES MANAGER, FRONT LINE DEPARTMENT HEAD

Golden Rows Ltd | 2009 - 2013

- Managed dealer relationships and sales activities to achieve revenue targets and market expansion;
- Led the front-line department in implementing sales initiatives and achieving operational goals;
- Conducted market research and analysis to identify growth opportunities and develop effective sales strategies.

MANAGER OF CHAIN OF BOOKSTORES

Biblusi | 2007-2009

- Developed comprehensive sales strategies to drive revenue growth and meet sales targets.
- Prepared detailed reports for the executive director on sales performance, market trends, and inventory management.
- Managed showroom layout and product displays to enhance customer experience and maximize sales potential.
- Directed and motivated subordinate employees, fostering a productive and collaborative work environment.

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EDUCATION

BACHALOR'S DEGREE

FACULTY OF HISTORY OF DIPLOMACY AND INTERNATIONAL RELATIONS

Iv. Javakhishvili Tbilisi State University Tbilisi, Georgia | 2000 - 2004

Cognitive Behavioral Therapy Community, 2011 - Current

BACHELOR OF PSYCHOLOGY

National University of Georgia SEU, Tbilisi, Georgia 2011 - 2015

PROFESSIONAL DEVELOPMENT

INTERNATIONAL STANDARD ACCOUNTING

Tbilisi, Georgia | 2022

ACCOUNTING IN ORIS AND FINA PROGRAMS

Tbilisi, Georgia | 2015

HUMAN RESOURCE MANAGEMENT AND EFFICIENT SERVICE IN SALES

Tbilisi, Georgia | 2006