

**Name: Diana Khutashvili**  
**Date of birth:14/09/1984**  
**Location : Georgia, Tbilisi**  
**Tel: +995 595755056**

**Education: Diplomatic Academy (college)**  
**Medical Academy (License in Dentistry from 2011)**

**Georgian (Native )**  
**Russian (Native)**  
**English (Fluent)**  
**Türk dılı (B1)**

**Computer: Microsoft Office, Internet**  
**FMG SOFT (distribution/warehouse)**

**Personal skills:**

**Attentive**  
**Serious**  
**Travel ability /work overtime when necessary - 100%**  
**Driver License : B Category**

**Experience:**

**Dental clinic -Manager ( IML Dent )**  
**Dental hygiene and therapytreatment service quality control.**

**Metal Trade Company - Office Manager**  
**Answering calls,businesscorrespondence,translationon meetings(written,verbal)**  
**Reportings,alldocuments,bills,etc.**  
**Contact person :XatunaLejava (Manager)**  
**Tel: 995 593000973**

**The Kazakh Company's Authorized Logistic Coordinator in Georgia and Armenia**  
**Georgia -Tbilisi , Armenia- Erevan**  
**Contact person: Karina Domaratskaya (Business Development Manager ) Tel:+77019516252**

**Director (FMCG )- for Geo Trade Group**  
**Purchasing, export/import ,logistic ,warehouse operate.,distribution.**  
**Contact Person :Ekaterinejikia (Manager)**  
**Tel : 555 73 75 09**

**Club hotel Phaselis Rose 5\* (Turkey)**  
**Guest Relations / Events Coordinator/A la carte reservations/ Sales**  
**Contact person: DincerOrakli (Guest Relations Manager)**  
**Tel: 0533 626 68 52**

**Aynes**  
**Distribution Coordinator**  
**Purchase/Distribution operating.**  
**Reports for Sales/Returns/Payment/Debt /Promo data ;**  
**Contact Person :ZurabMiqadze( Supervizer)**  
**Tel: 591 406405**

**Chinese Construction Co - Office Manager/Translator**  
**All necessary office duties, translation (Russian,English,Georgian)**  
**Contact person: Alex Seisyan (Manager)**  
**Tel: 593 399113**