

Nino Gurgenishvili

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Telavi, Georgia

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WORK EXPERIENCE

**2012 Jan- up to
date**

**Telavi State University
Chief Specialist of the Department of Resources and Procurement**

- Preparation of agreements.
- Management of procurement.
- Monitoring of expenses according to the state annual plan of the procurement.

2012 Dec-2014 Dec

**LTD "AUDITI"
Specialist of Audit-Consultant**

- the monthly introducing of the market value of the Property.
- Preparation of auditor conclusion and the Machine-installation of Property estimation of the immovable property.

2012Jan – Jul 2012

**"Caucasus Genetic" – Heks-EPER Swiss Project cattle breeding Development in
the sector of meat and milk production in Kakheti Region.
Mobilizer in Signagi Region**

- Meeting organizing according to the project implementation plan.
- Preliminary research on the project implementation before starting the main phase.
- To arrange meetings with meat and dairy large farmers.
- Obtaining the information for project implementation by the technical point of view.
- To assistance for the database in the preparation of the data.
- Promoting of the local Government inclusion in the project.

Oct 2007-

Dec 2011

**Swedish Support to the Milk and Dairy Sector in Georgia (SMDSP)
Mobilizer in Kakheti Region**

- Ensure registration of the DFAs and establishment of a bank account
- Working with communities to develop their membership base, with provision of cash and in-kind contributions by members, as necessary.
- Clarify security of assets, including land and building facilities for the DFAs, in keeping with Georgian law.
- Normalize operational activities, to include regular meetings of the DFAs, with notes taken and finances accounted for.
- Assist with the process of activity development which may call for drafting of proposals, business planning and preparation of supporting documents and systems;
- Collecting data for monitoring and evaluation;
- Helping to identify needs of DFAs and their members and to assist in arranging provision of technical training by GRM and/or other service providers.

Sep 2005- Jun2006

**ATA-OPTO International
Mobilizer in Kakheti Region**

- NGO forming

**Jan 2001-
Dec 2004**

***Mercy Corps Community Mobilization Project in Kakheti Region
Grants Officer***

- Providing regular monitoring and extensive assistance to over 55 local NGO grants all over Kakheti region.
- Carrying out regular baseline and closeout surveys of the grantee organizations.
- Reviewing financial and narrative reports of the grantees as well as budget expenditure and necessary documentation.
- Organizing meetings and trainings for the grantees as well as assisting them with networking and serving as a focal point for information exchange.

**Sep 1993-
May 1999**

***Ruispiri Secondary School, Telavi, Georgia
Teacher of Russian Language and Literature***

- Providing students with knowledge of Russian language and literature.
- Planning and implementing all of the school events including concerts, competitions and meetings.

**Sep 1993-
May 1989**

***Music School, Telavi, Georgia
Illustrator and Coral Member***

- Participated in musical events of the school as well as its concerts to other towns

EDUCATION

1985-1989

***Telavi State University, Telavi, Georgia
Bachelor's Degree in Russian Language and Literature.***

Georgia

LANGUAGES

Georgian	Native
English	Basic
Russian	Fluent
German	Basic

TRAININGS ATTENDED

- Strategic Planning, CTC, 2004
- Gender, CTC, 2003
- Civil Society, MC, 2002
- Conflict Management and Negotiations, Partners Georgia, 2002
- Facilitative Leadership – Active Participation Methods, MC, 2001
- Advanced Group Facilitation Methods, MC, 2001
- Advocacy, Horizonti Foundation, 2001
- Training of Trainers, MC, 2001

- Institutional Development, CTC, 2001
- Monitoring and Evaluation, Horizonti Foundation, 2002
- Agro Ecosystems Analyses (theory and field practice) 2011

OTHER SKILLS - EXCELLENT COMPUTER AND INTERPERSONAL SKILLS AS WELL AS ABILITY TO WORK AS A TEAM AND INDEPENDENTLY; POSSESSES A DRIVER'S LICENSE

Reference:

1. Terry O’Sullivan

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Brisbane, Australia

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2. Levan Kobakhidze

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3. Ramaz Giorgobiani

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4. Albert Bakhturidze

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