

## Top Skills

Detail Oriented  
Punctual  
Excellent MS Office Skills

## Languages

English (Professional Working)  
Russian (Native or Bilingual)  
Georgian (Native or Bilingual)

## Certifications

Social Media for HR  
Assessment & Development Center  
Design Course (SHL)  
NLP Negotiation Skills

Certified Lumina Learning Practitioner. HR Lead - Tech Companies  
Tbilisi, Georgia

## Summary

Experienced Human Resources professional with a demonstrated history of working in international companies and multicultural environment, with 13+ years of general HR experience, 5+ years of Operational and Leadership experience:  
(E-commerce, Hi-Tech, Gambling, Gaming, Telecommunications ).

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## Experience

SkyTech Enterprises  
Head of People and Culture  
October 2018 - Present  
Tbilisi, Georgia

Sky Tech Enterprises operates in HiTech, IT/Software, and Blockchain industries. Established in 2014, the company provides innovative tech solutions to International markets (B2B).

- Lead and direct the Human Resources to deliver a comprehensive HR service to the business.
- Measure employee satisfaction and identify areas that require improvement, analyzing results and preparing an action plan.
- Direct and instruct the management staff in effective HR, recruiting and interviewing techniques.
- Performance Management: implementing PM Tool, coaching managers on performance management issues and processes, working on main KPIs for staff.
- Training: Implementing the training and development agenda; identify areas that need attention and improvement; creating/updating internal trainers pool.
- Recruitment & retention: managing talent and succession planning; taking overall responsibility for recruitment activity and campaigns (External Employer Branding- working with universities, participating in Job Fairs, Internship program implementation).
- Reward advise and support employees on company benefits.

- Policy & procedures implementation of new HR policies, procedures and processes, ensure all company policies and procedures are up to date in line with current employment law. Ensure line managers are up to date with changes to any policies.
- Working with senior managers, coaching them and advising on all people issues
- Employee Relations managing absence, disciplinaries, grievances, sickness etc.
- Managing HR budgets.
- Managing Internal Communication processes (organizing quarterly/annual staff meetings/events, implementing communication channels tools and activities, organizing offsite teambuilding activities and sessions).

### Orbital Gaming Human Resources Consultant October 2019 - Present

As the HR Consultant at Orbital Gaming, I am part of the company's journey right from its inception in 2019. From the very beginning, I was responsible for creating and building all HR-related functions from scratch for this forward-thinking game development company, which is revolutionizing the gambling industry.

In this role, I have taken charge of various HR responsibilities, including:

- Devising and executing strategic resource planning and talent acquisition initiatives to build a highly skilled and diverse workforce that propels the company's success.
- Crafting and implementing robust personnel policies and procedures that cultivate a positive work environment and ensure adherence to all relevant regulations.
- Designing and overseeing a competitive remuneration and compensation package that attracts and retains exceptional talent, fueling the organization's growth and advancement.
- Implementing a performance management system to enhance employee performance and drive organizational success.
- Developing and managing a comprehensive learning and development system to foster continuous growth and professional development among employees.
- Establishing an employee succession planning framework to identify and groom future leaders within the organization.

I take immense pride in my contribution to Orbital Gaming's transformation and remain committed to driving HR excellence as we continue to revolutionize the gaming industry.

### Freelance, self-employed

#### Freelance Human Resources Consultant

August 2015 - Present (8 years 2 months)

Tbilisi, Georgia

Enhancing HR Operations for Tech Companies | Freelance HR Consultant

I have provided freelance consulting services to several tech companies, assisting them in various HR-related matters

Here are some of the companies I have collaborated with:

On Air Entertainment (Sep 2022- Jan 2023): Partnered with On Air Entertainment to adjust their HR processes to the local (Georgian market), and develop effective talent acquisition strategies, that facilitated their growth and success.

Integration Point, Inc. (2015-2016): Collaborated with Integration Point, Inc. - Headhunting for the tech roles;

Insurance Company "Kopenbur" (TBC insurance as of today) (2014-2015): Assisted Kopenbur Insurance (now known as TBC Insurance) in creating HR policies and procedures development, talent acquisition;

### Evolution

#### Head Of Human Resources

2017 - 2018 (1 year)

Tbilisi, Georgia

As an HR Manager, I successfully led and managed the Georgian office of a company with over 1000 employees.

- Built and managed a high-performing HR, Employer Branding, and Talent Acquisition team of 7+ employees.
- Developed and implemented effective HR strategies, processes, procedures, and approaches.
- Played a key role in the organization's significant growth, expanding the employee count from 0 to 1000 people.

Responsibilities included:

- Employer branding: Developed and executed internal and external employer branding initiatives to attract top talent and enhance the company's reputation as an employer of choice.
- Training and development: Conducted comprehensive needs analysis and implemented tailored training and development programs to enhance employee skills and performance.
- Resource planning and talent acquisition: Strategically planned and executed resource allocation, ensuring the right talent was acquired to meet organizational needs.
- Personnel policies and procedures: Created, adopted, and implemented effective personnel policies and procedures, ensuring compliance and best practices.
- Remuneration and compensation package: Developed and managed competitive remuneration and compensation packages to attract and retain top talent.

Telia

3 years

Senior HR Business Partner

2015 - 2017 (2 years)

Tbilisi, Georgia

Manage and coordinate the following HR processes

- Annual headcount planning and coordination
- Recruitment and internship programs (Deliver full recruitment services, including need analysis, job posting, sourcing, interviewing, employee offers, onboarding, probation period evaluation)
- Annual performance management (Manage annual Performance Management and Career Development processes, including employee training and coaching, calibration and performance appraisal, personnel development planning).
- Succession planning
- Organizational restructuring ( Marketing, Enterprise BU, Consumer BU)
- Leadership, organizational and individual learning & development
- Developing and implementing HR policies and procedures
- Employer branding (Through social and traditional channels)
- HR Applications development projects

## Management and Organizational Development Specialist

June 2014 - November 2015 (1 year 6 months)

Tbilisi, Georgia

### ALDAGI

#### Recruitment Manager

November 2010 - July 2014 (3 years 9 months)

Tbilisi, Georgia

- Coordinating recruitment and selection procedures.
- Organizing the recruitment of staff, Coordinating/conducting interviews, checking references.
- Delivery of HR induction module to new starters.
- Providing of administrative support to the HR Administrative Manager in all HR related matters;
- Developing and implementing corporate policies and other relevant documentation.
- Developing and maintaining job descriptions.
- Evaluating competencies & training needs for all employee.
- Internal Communication (Working closely with PR, encouraging communication inside a company; Assist PR Manager in managing seminars and events).

### HR.GE

#### Recruitment Manager

March 2008 - November 2010 (2 years 9 months)

Tbilisi, Georgia

- Design, develop and maintain the recruitment process for different companies (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
- Design the selection matrix for choosing the optimum recruitment channel and recruitment source
- Make appropriate Headhunting action plan as well as manage the process
- Explore the market best practices in the recruitment and staffing and implement appropriate best practices
- Build a quality relationship with the customers
- Monitor and constantly reduce the costs of the recruitment process
- Set the social media communication strategy for different job profiles and functions
- Conduct job interviews for the all job positions (for different organization and on different level position, including Top/Senior Management)

- Monitor the labor legislation and implement required changes to keep the process compliant
- Manage and develop the team of HR Recruiters
- Act as a single point of contact for managers regarding recruitment topics

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## Education

Iv.Javakhishvili Tbilisi State University

Bachelor, Organizational Psychology · (2004 - 2008)