



Address: 22 Didi Kheivani

0114, Tbilisi, Georgia

Tel: +995 599076068

Email: nanuka_kiparoidze@yahoo.com

CV

Nana Kiparoidze

Date of birth – 06 July 1989

WORK EXPERIENCE

2014-present LEPL Smart Logic (Ministry of Justice of Georgia)-HR Manager

Responsibilities :

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- prepare job descriptions and job analysis
- manage the recruitment and selection process
- develop hr planning strategies, which consider immediate and long-term staff requirements;
- assess training needs to apply and monitor training programs
- maintain management guidelines by preparing, updating, and recommending human resource policies and procedures
- maintain benefits program
- manage personnel records
- update HR databases(e.g.new hires,vacation ans sick leaves)
- provide orientations for new employees by sharing onboarding packages and explaining company policies
- arrange employee health insurance
- Prepare monthly payroll
- plan and organize corporate events
- nurture a positive working environment

2008-2010 PSP Group “PSP Pharmacy” Ltd - HR Assistant

Responsibilities :

- maintain employee records
- update HR databases
- take part in recruitment and hiring process
- plan and organize corporate events

EDUCATION

2011-2013 INSTITUTE OF COMMERCIAL MANAGEMENT, LONDON, UK

Advanced diploma in Human Resource Development

2006-2010 TBILISI STATE UNIVERSITY

Industrial and Organizational Psychology (BA)

COMPUTER SKILLS Ms Office

LANGUAGE SKILLS

Georgian – Native

Russian –good

English-fluent