

SALOME GULBANI

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Personal Summary

Professional with 15+ years of progressive experience in working for high performance organizations. Well-organized, enthusiastic, I am known for my excellent communication skills, perseverance, friendly attitude, organized approach and ability to build and work in a team. My particular strengths include:

- Excellent management skills;
- Accuracy and precision;
- Strong communication skills
- Good decision making skills;
- Working under tight deadlines;
- Tackling problems with tenacity;
- Adaptability;
- Excellent report writing skills;

Career History

January 2019 - Present

Quality Assurance Manager – Georgian Technical Training Center (Georgian Technical Training Center (GTTC) is a joint initiative of Georgian Technical University and BP Georgia supported and financed by the Millennium Challenge Account – Georgia (MCA Georgia), in frames of Industry-led Skills and Workforce Development (ISWD) project. The ISWD project was financed by the U.S. Millennium Challenge Corporation (MCC), in frames of the second compact.)

July 2017 – January 2019

HSE Manager – Georgian Technical Training Center (GTTC)

- Maintaining and coordinating project schedules, resources and equipment.
- Participating in developing and facilitating relevant campaigns and events within the project.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Monitoring and maintaining office equipment and inventory supplies.
- Creating, updating, and maintaining project records and databases.
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (cleaning, painting, etc.).
- Preparing and implementing HSE procedures and plans as required.
- Ensuring the compliance with government regulations.
- Identifying and developing correction actions for any potential health, safety, environmental and quality issues.
- Investigating and reporting on accidents/incidents and near misses in accordance with the company and client requirements; Sharing the lessons learned and communicating corrective actions and to all employees.
- Inspecting and auditing contractors' workplace and work equipment on regular basis.
- Providing advice and assistance to construction personnel on Social issues.
- Developing, implementing and monitoring grievance management plan for the project.
- Coordinating field HSE representatives' and ensuring their duties fully comply with the assigned requirements.
- Delivering HSE Trainings as required.
- Assisting Project Manager in day-to-day activities.
- Undertaking other tasks as required.

March 2017 – March 2019

Associate Consultant - IQ Institute of Quality

- Assisting the clients and customers regarding the international standards (ISO 9001:2015, ISO 14001:2015 & ISO 18001) to be maintained in respective organizations.
- Preparing gap analysis report between the standard requirements and the conditions at the company.
- Identifying the necessary measures for meeting the requirements of the standard.
- Working out of documents required by the standards.
- Determining and working out of all necessary documents for the activities of the organizations.
- Describing procedures carried out within the organization.
- Carrying out internal audits in the client organization, and preparing relevant reports, finding out corrective and preventing actions if necessary.
- Participating in pre-certification audits.

January - February 2016

January - February 2017 – Short Term contracts

QA/QC Consultant / Internal Auditor - MQS Georgia

- Evaluating the adequacy of implemented management system.
- Reviewing the implementation and efficiency of quality and inspection systems.
- Analysing data to identify areas for improvement in the quality system.
- Developing, recommending and monitoring corrective and preventive actions.
- Evaluating audit findings and implement appropriate corrective actions.
- Monitoring risk management activities.
- Reviewing and suggesting update to all quality plans and procedures.
- Identifying training needs and organizing training interventions to meet quality standards.
- Monitoring and evaluating customer satisfaction.
- Setting and monitoring objectives and Targets.
- Monitoring company's key performance indicators.
- Arranging and Document Management Review Meetings.

February 2016 – November 2016

TTE-Petrofac – South Caucasus Pipeline Expansion (SCPX) project, Georgia

Deputy Team Leader

- Supervising day-to-day activities of administrative staff.
- Supervising day-to-day activities of expat trainers.
- Ensuring efficient and effective delivery of training programme.
- Monitoring overall progress and use of resources, initiating corrective action where necessary.
- Ensuring efficient and effective management of relevant subcontractor activities.
- Ensuring budgetary allocation is managed and effectively utilised.
- Ensuring company procedures and policies are followed at every level.
- Responsible for managing project correspondence.
- Responsible for client KPI reporting.

June 2012 to November 2015

NRC International Services Representative Office in Georgia

Quality Assurance/Quality Control Manager – BTC/GPC Pipeline

- Maintaining Integrated Management System (IMS - ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007); communicating standard requirements to Senior Management and department heads.
- Responsible for quality assurance activities including audits, recommending and implementing corrective actions, providing accurate documentation of statistical reports, and ensuring overall compliance.
- Preparing and maintaining internal audit plans.
- Conduct internal IMS Audits in the region (Georgia, Azerbaijan and Kazakhstan).
- Arranging for ISO certification audits and other audits as defined in the IMS.
- Monitoring, evaluating and incorporating IMS expectations from certifying bodies, clients, corporate management and others as appropriate.
- Coordinating the investigation of customer complaints.
- Ensuring that company processes comply with legislation.
- Planning, designing and implementing an overall risk management process for the organisation.

- Analysing the data to identify areas for improvement in the Integrated Management System.
- Responsible for the development, auditing, testing and implementation of Business Continuity Plans.
- Arranging and delivering IMS awareness trainings.
- Ensuring that staff conforms to the HSEQ Policy and IMS requirements.
- Responsible for monitoring and maintaining quality and compliance targets.
- Responsible for arranging and documenting annual Management Review meetings.
- Reviewing and updating the IMS; Keeping all documents up to date.
- Assisting process owners in developing plans and procedures.
- Maintain filing and record retention systems.
- Travelling internationally in support of Company's other operations.

June 2008 – May 2012

NRC International Services Representative Office in Georgia

Document Control Coordinator & Quality Assurance Specialist – BTC/GPC Pipeline

- Responsible for efficient document management in the company.
- Maintaining filing and record retention systems.
- Maintaining the internal and external incoming and outgoing correspondence.
- Ensuring that all Procedures/forms are updated in a timely manner.
- Formatting and ensuring all documents sent to clients and third parties (including business proposals) comply with Procedures.
- Assist the quality assurance manager in developing or reviewing various company policies, plans, procedures or operating forms.
- Maintain and update Action Tracking Register (ATR) Database on a regular basis.
- Conducting internal IMS Audits as requested.
- Travelling internationally in support of Company's other operations.
- Analysing and suggesting improvements to Company operating practices, such as record keeping systems, control procedures and documentation to improve workflow and performance standards.
- Taking minutes of various meetings as requested.

June 2007 – June 2008

SEACOR Response Georgia Representative Office

Head Office Administrator – BTC/GPC Pipeline

- Assisting top management in daily activities.
- Maintaining Action Tracking Register.
- Maintaining staff time sheets.
- Maintaining Staff Personnel Files, Vacation Schedule, Deal with Insurance Company – Staff Health Insurance Issues; other issues related to HR.
- Providing Admin Support to Georgia Azerbaijan & Kazakhstan.
- Responsible for Waste Management processes.
- Acting as an Internal Auditor when required.
- Carrying on Duty Officers responsibilities according schedule.

February 2006 - May 2007

SEACOR Environmental Services International Georgia Representative Office

Tsalka Oil Spill Response Base Administrative Assistant – BTC Pipeline Project

- Maintaining filing and record retention systems both on paper and electronically, (training records, certificates, base environmental reports, weekly and monthly reports and work plans etc.).
- Responsible for the timely completion of field documentation.
- Responsible for tracking staff timesheets.
- Attending field deployments for document control purposes and field experience.
- Analysing and suggest improvements to operating practices, such as record keeping systems, control procedures and documentation to improve workflow and performance standards.

2003 - 2005

AGT Pipeline Project - CIS Georgia Ltd

Camp Operation Assistant

- Maintaining proper functioning of the office and construction site (with more than 200 people), including: distributing potable water on site and Company guesthouses.

- Supervising the team of cleaners.
- Organizing Maintenance Crew work activities; controlling and counting the provision of hot food and packed lunches to the site mess; completing waste transfer notes; registering Company employees and sorting out their accommodation before the construction camp was operational; preparing and maintaining the Company's inventory.
- Assisting the head administrator in interpreting while dealing with local people; assisting with financial and other daily affairs.

Educational Qualifications

Tbilisi State University – Sukhumi Branch

BA in International Economic Relations

1999 – 2003

Additional Trainings

- Public-Private Partnerships – Tools and Techniques – U.S. Department of State
- ISO 9001:2015 Awareness and Internal Audit Course – Institute of Quality
- Integrated management System Internal Auditor Training (Based on ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007) – Bureau Veritas, Abu Dhabi
- EMS Auditor/Lead Auditor Training (ISO 14001:2004) – LRQA
- QMS Auditor/Lead Auditor Training (ISO 9001:2008) – LRQA
- OH&S Management Systems Auditor/Lead Auditor Training (OHSAS 18001:2007) – LRQA
- ISO 9001 Introduction - Centre of Training and Consultancy (CTC)
- ISO 9001-2000- Centre of Training and Consultancy (CTC)
- ISO Internal Auditor - Centre of Training and Consultancy (CTC)
- Integrated Management Systems awareness and international auditor training – SEACOR Response
- Project Management Training – International Center for Social Research and Policy Analysis
- HSE Induction – SEACOR Response
- Geographic Information System (GIS) – BP
- Wildlife Response Training – BP
- Personnel and People Management for Contractors – BP
- Incident Management Team – SEACOR Response
- Integrated Management System IMS Awareness- Internal Auditor Training – NRC UK
- Basic Life Support Training – EMSTC

Computer Skills

Advanced user of MS Windows; MS Office 2013 Professional.

Language Skills

Georgian – Native

English – Fluent

Russian – Very Good