



Giorgi Dzidziguri

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PERSONAL INFORMATION:

Citizenship: **Georgia**
Date of Birth: **23 December 1975**
Marital Status: **Married**
Children: **Four**
Interests: **Sport (Baseball; Swimming, Basketball)**

EDUCATION:

1991 -1998 **The Georgian State University** - Tbilisi, Georgia.
Major - Lawyer. Diploma in Law

1994 - 1996 **Cyprus International College**
Certificate in Business Administration with qualification BA

1993-1994 **Philip's Junior College** - Salt Lake City, USA

Certificate in English course

TRANENIGS:

HSE Supervisor Package. Road to better driving. Risk Assessment. JSA (Job Safety analyze)

Agip KCO Induction, B.O.S.E.T.(Basic, Offshore, Survival & emergency Training),

SAP ERP Materials Management Module.

1 C Complex program

Customs Declaration

I am qualified in Customs Law of the Republic of Georgia

2016- Till April 2020 "CARGO MARKET" LTD

Customs clearance Manager

Ensuring the clearing of good from the Customs within the shortest possible time.

Receive and verify necessary clearing documents from Foreign Suppliers, translate invoices checking HS codes and forward them to the Revue service, Control and update client with process

Preparing documentation for for double use material and submitting to the Ministry of different structures and for issuing a approval, for import-export, Transit

Arranging permits, certification for import/export/temp import from deferent authorized departments of deferent Ministries.

Arranging documentation for temporary import for (Exhibitions, diplomatic cargos.)

Arranging transit -reexport procedures. Supervising laborer's during packaging repacking loading - unloading and following delivery till destination of point to

Operation with logistics department as needed.

2015-2016 "klion Georgia "

Logistics manager

Receive and verify necessary documents from Foreign Suppliers, translate invoices if Required checking a certificates, HS codes and making advance customs clarence ,

Following with statuses with deferent shipping lines and update in company program

Control and update suppliers delivery in program system , planning weekly bills for permits and customs clearance.

Dilly receiving distribution point list from sale department and arranging distribution with right routs in all region of Georgia. Monitoring quality of distribution team

Arranging international transportation with cooperation forwarding companies in different country s
Making weekly status reports for head office in Ukraine

2010-2015 "TRANS CORE"

Logistic Manager

Working of order, monitoring of cargo, relationship with suppliers arranging transportation by land, marine, ear. Defining of cargo classification on hazardous, making loading plans as quickly spelling products, monitoring of technical well order on tracks, insurance of cargo, visa for drivers getting permits From GIRCA seeking new clients

2007-2009 Bagebey City group ; Liloery

Head of Logistic Department

Working for Bagebey City Group and its daughter company Customs & Warehouse Terminal "Lilo-1" as head of logistic department; with following main responsibilities: organization of supply of both companies with different type of materials and construction resources; monitoring and analyzing the execution of logistical plan due to general plan of company; maintain the procurement of equipment or materials, supplies and miscellaneous services; organization of carriage of cargo and other shipments to the point of destination and its distribution to sites; responsible for overall operations of the warehouse; manage inventory control and all related warehouse support functions; meeting cost-saving goals; develop logistical strategies and policies.

2006--2007 Saipem, Kazakhstan Caspian Region for Piles & Flares Kashagan project , Offshore-Onshore;

Material Coordinator

Working for SAIPEM offshore/onshore Project as Materials Coordinator.

Responsible carried out to fulfill all Material Requirements at Offshore operations.

Creating Purchase Requisitions, Follow up with the Procurement Department,

Receiving the Materials as per Purchase Orders, Off loading & Storing in

Warehouse, Maintenance and updating of Project Inventory, Preparation discrepancy reports and follow ups, Materials Inspection, preparation of Materials for offshore transportation by sea, Preparation of Cargo Manifest and all administrative activities pertaining to project requirement

2002-2006 BTC (Baku-Tbilisi-Ceyhan) Pipeline Project

Safety Officer

Safety induction for new employees, Site safety coverage, JSA audits, PTW audits, Tool box talks, construction quality review, safety walk around, weekly log, recommendations to site safety manager. Performing unsafe condition and acts audits and HSE inspections, Participate in the Accident/Incident investigations. Promote periodical safety meetings. Control of the crews and their technical equipments working for spilled oil according to BP safety regulations. Providing communication with official and

private associations and institutions related HSE subjects; ensuring implementation of STOP Observation Program. Environmental incidents and occupational illnesses risks at the workplace; Controlling site lifting equipment and lifting devices for safe condition; Meets to representatives or Client, other Contractors to discuss requirements regarding accident prevention in the job site. Attend job progress meeting to keep update on the current and future plans for the project and to advise the project management on problems concerning accident prevention. Provide written reports as requested in a timely and correct manner. Perform other related duties. coordinating with Transport departments, coordinating with Logistics Department, preparation of reports in Excel and forwarding to Senior Management,.

2001-2002 Spie – Amic-Petrofac International Limited JV(Baku-Tbilisi-CeyhanPipeline Project) - Tbilisi, Georgia

Time Keeper/Administration Assistant

Operation and submitting local stuff and sub-contractors' timesheets and any other payments, like: Annual Leave, Sick Leave etc. Collecting and filing of all needed documentation for new hired local employees, including issuing Contracts, Preparation of Daily Weekly /Monthly inputs Manpower reports for Pay-Roll Department, Admin. Manager, Construction Manager, HSE Manager, Planning Department etc. Working with Personnel Database (MS Access), using primavera software & sending to BP, controlling Administration department documents filling system (soft & hard). Looking after all incoming requests from internal customers. Responsible for incoming and outgoing correspondence. Document Controlling. Orders and maintains office supplies, Perform other duties appropriate to the Office.

1996-2000 **Department-Economic Felony Investigation**
Investigator

SKILLS:

- Languages: English - good Russian - good Greek - Good, Georgian – native
- Computers: Microsoft Windows (all good)