



Anano Kublashvili

Date of birth: 25/06/2002

Nationality: Georgian

Gender: Female

CONTACT

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ABOUT ME

I am a purposeful, responsible, intelligent, detail-oriented person, I can work in a stressful environment, and I can easily deal with problematic cases.

WORK EXPERIENCE

14/04/2021 – 10/09/2021 Kutaisi, Georgia

Shop cashier Fast food facility "313"

Customer service
cashiering
answering incoming calls

12/11/2022 – 13/02/2023 Tbilisi, Georgia

Shop cashier Ltd Online Mall

- Customer service
- working with the cashier
- registering and transferring orders to the program
- Consulting customers.

14/02/2023 – CURRENT Tbilisi, Georgia

Web content manager Ltd Online Mall

- Placement of products on the site
- change of stocks
- verification of products according to descriptions and prices
- correction of photos

05/09/2023 – CURRENT Tbilisi, Georgia

Head of Dealer Orders Ltd Online Mall

- Making dealer orders
- communicating with suppliers
- dealing with problem cases
- controlling competitors' prices in the market

EDUCATION AND TRAINING

15/09/2020 – 27/07/2024 Tbilisi, Georgia

Graduated Ilia State University

LANGUAGE SKILLS

MOTHER TONGUE(S): Georgian

Other language(s):

English

Listening B2

Reading B2

Writing B2

Spoken production B1

Spoken interaction B1

Russian

Listening A2

Reading A2

Writing A1

Spoken production A1

Spoken interaction A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Microsoft: Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft MovieMaker

COMMUNICATION AND INTERPERSONAL SKILLS

Empathetic, good listener, good counselor

I can solve problems easily, I am detail-oriented, I can work in a stressful environment, I am responsible, I meet deadlines, I like to communicate with people and help them.