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Vakhtang Doborjginidze

Position: Chief Accountant/Accountant

Objective:

To obtain position of a Chief Accountant/Accountant to utilize and apply my extensive progressive Georgian and international experience and expertise in accounting and finance basics supported by The Ivane Javakhishvili Tbilisi State University Bachelor's Degree in Accounting and Finance coupled with a great number of company sponsored professional courses.

Summary of Basic Skills & Accomplishments

- ✓ Chief Accountant with over 20+ years of progressive experience in Accounting, Finances and Management working in close conjunction with diverse range of companies across various industries, inclusive Construction, Manufacturing, Retail, IT Services, etc.
- ✓ Bachelor of Economics, Experienced trainer in Accounting with over 15 years of experience, author of accounting books.
- ✓ Advanced Computer Skills: Microsoft office (Word, Excel, PowerPoint, Outlook) and various Accounting Software Programs ORIS, Balance, 1C, FINA.
- ✓ Languages: Native Georgian and Russian, English – Basic Verbal and Written Skills

Key Strengths:

- ✓ Extensive experience in accounting, taxation, financial reporting, managing of accounts payables and receivables.
- ✓ Strong leadership skills and ability to manage and develop a team of accountants.
- ✓ Ability to work as in team, as independently.
- ✓ High working capacity and hard-working skills.
- ✓ Excellent communication skills, both written and verbal.
- ✓ Ability to identify opportunities for improvement and growth.
- ✓ Excellent Communication and Assertive Negotiation Communications Skills, Problem Solver, Team Player

Professional Experience:

PERIOD: 2021 – CURRENTLY

Position: Chief Accountant / Trainer on Accounting principles and practices

Accounting Education Center (LLC Account), Tbilisi

Job Description & Key Job Responsibilities:

- Managed company's accounting, taxation, financial reporting, payroll, accounts payables and receivables, preparing tax declarations and statistical forms for government structures.
- Provided consulting services to clients. Assisting them with accounting issues, financial reporting, taxation.
- Developed, managing and providing training programs to individuals and groups on accounting principles and practices and accounting software (ORIS, FINA).
- Worked in accounting software (ORIS, Balance, 1C) and office software (Excel, Word, PowerPoint, Outlook)

PERIOD: 2019 - 2022

Position: Chief Accountant

Georgian Company Branch Inc., Toronto, Canada

Job Description & Key Job Responsibilities:

- Managed company's accounting, taxation, financial reporting, payroll, accounts payables and receivables.
- Conducted financial analysis and tax planning to ensure compliance with regulatory requirements.
- Prepared tax declarations and statistical forms for government structures.
- Managed and organized accounting team working process, took response for important and critical issues.
- Working in office software (Excel, Word, PowerPoint, Outlook)

PERIOD: 2018-2019

Position: Chief Accountant

Transport and logistics company (Ady Container Branch in Georgia), Branch Of Foreign Enterprise, Tbilisi

Job Description & Key Job Responsibilities:

- Managed company's accounting, taxation, financial reporting, payroll, accounts payables and receivables.
- Conducted financial analysis and tax planning to ensure compliance with regulatory requirements.
- Prepared tax declarations and statistical forms for government structures.
- Worked closely with senior management, external stakeholders and International financial institutes to ensure the financial health of the company.
- Managed and organized accounting team working process, took response for important and critical issues.
- Working in accounting software (ORIS) and office software (Excel, Word, PowerPoint, Outlook)

PERIOD: 2012 - 2019

Position: Chief Accountant

American Hospital Tbilisi Construction and Investment Project (LLC Sayali), Tbilisi

Job Description & Key Job Responsibilities:

- Managed company's accounting, taxation, financial reporting, payroll, accounts payables and receivables.
- Conducted financial analysis and tax planning to ensure compliance with regulatory requirements.
- Prepared tax declarations and statistical forms for government structures.
- Worked closely with senior management, external stakeholders and International financial institutes to ensure the financial health of the company.
- Managed and organized accounting team working process, took response for important and critical issues.
- Working in accounting software (ORIS) and office software (Excel, Word, PowerPoint, Outlook)

PERIOD: 2005 - 2019

Position: Chief Accountant / Trainer on Accounting principles and practices

Accounting Education Center (LLC Luca Pacioli's accounting and educational centre), Tbilisi

Job Description & Key Job Responsibilities:

- Managed company's accounting, taxation, financial reporting, payroll, accounts payables and receivables, prepared tax declarations and statistical forms for government structures.
- Provided consulting services to clients.
- Developed, managed and provided training programs to individuals and groups on accounting principles and practices and accounting software (ORIS, FINA).

PERIOD: 2005 - 2019

Position: Chief Accountant

Accounting and Valuation Services (LLC Auditor-Accountant), Tbilisi

Job Description & Key Job Responsibilities:

- Managed company's accounting, taxation, financial reporting, payroll, accounts payables and receivables, prepared tax declarations and statistical forms for government structures.
- Managed client's accounting, taxation, financial reporting, payroll, accounts payables and receivables, prepared tax declarations and statistical forms for state structures
- Provided consulting services to clients. Assisted them with accounting issues, financial reporting, and tax declarations preparation.
- Working in accounting software (ORIS, 1C) and office software (Excel, Outlook).

PERIOD: 1997 – 2005

Position: Accountant / Chief Accountant

Computer Center management, Tbilisi

Job Description & Key Job Responsibilities:

- Managed company's accounting and taxation.
- Prepared tax declarations for government structures.
- Working in accounting software (ORIS) and office software (Excel).

PERIOD: 1995 - 1997

Position: Special Subjects Lecturer

Tbilisi Industrial-Economic College, Tbilisi

Job Description:

- Provided Lectures and seminars to student's groups on accounting principles and practices.
- Provided Lectures and seminars to student's groups on informational technologies.

Education/Academic Background:

PERIOD: 1990 – 1995

Faculty of economics

The Ivane Javakishvili Tbilisi State University

Bachelor's degree

Company Sponsored Professional Development & Specialized Training:

PERIOD: 2012 - CURRENT

ACCA (F1 – F3)

Certification Programs for Accountants and Chief Accountants, Tbilisi

PERIOD: 2019 - 2021

Modern computer technologies in accounting and finance

Canadian College of Business and Technology, Toronto, Canada

PERIOD: 2017

Management Course

Caucasus Business School, Tbilisi

PERIOD: 2017

Ongoing changes to tax legislation

European Academic Center, Tbilisi

PERIOD: 2016

Estonian model of profit tax

Financial Solutions Group Training Center, Tbilisi

REFERENCES WILL BE AVAILABLE UPON REQUEST FROM MY DIRECT SUPERVISORS