

Mr. Tengiz T. Topuridze

Gender: Male
Citizenship: Georgia
Date of Birth: 26.08.1970
Place of Birth: Kutaisi
Civil Status: Married



Employment / Institutions	Kutaisi Training and Certification Centre (KTCC) – Director Z.Zhvania Public Administration School - Lecturer
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Competency Mapping	<ul style="list-style-type: none">❖ Public administration and management;❖ Regional and local governance; decentralization and democratization;❖ Inter-institutional management;❖ Personnel management;❖ Organization of training courses.
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Education	Degree	Subject	Institution	Year
	Master Degree in Economics	Faculty of Economics	Tbilisi State University	1987 - 1992
	With honors	Faculty of Journalism	Kutaisi State University	1992 - 1996
	B.Sc.	Faculty of Finance	Tbilisi State Business institute	1997 - 2000

Language skills	Language	Speaking	Reading	Writing
From 1 to 5, where: 1 is basic pleasantries 2 is limited conversation 3 is professional dialogue 4 is non-native fluency 5 is native fluency	Georgian	5	5	5
	English	4	4	4
	Russian	5	5	5
Computer skills	Microsoft Word Microsoft Excel Internet Explorer			

Professional experience	<p>Organization: Kutaisi Training and Certification Centre (KTCC) Title: Director Country of work: Georgia Began: 1.06.2006 Ended: ... Address: Asatiani str. 98., Kutaisi, Georgia</p>
	<p>Organization: Kutaisi Z.Zhvania Public Administration School Title: Lecturer Country of work: Georgia Began: 03.03.2006 Ended: ... Address: Nikea str. 13., Kutaisi, Georgia</p>
	<p>Organization: UNDP Georgia Title: Projects' Consultant Country of work: Georgia Began: 15.07.2003 Ended: 31.12.2007 Address: 3, Rustaveli ave., Kutaisi, Georgia</p>
	<p>Organization: Office of Imereti Regional administration - Regional Centre for Foreign Relations. Title: Director Country of work: Georgia Began: 03.01.2003 Ended: 28.08.2003</p>
	<p>Organization: Office of Imereti Regional Administration Title: Advisor of the Governor Country of work: Georgia Began: 03.01.2003 Ended: 28.08.2003</p>
	<p>Organization: Imereti Council for International Cooperation Title: Executive Secretary Country of work: Georgia Began: 29.10.2001 Ended: 03.01.2003</p>
	<p>Organization: Imereti Regional Bureau, Library of the President of Georgia; By the State Official Edition Service Title: Head of the Regional Bureau Country of work: Georgia Began: 28.11.2000 Ended: 14.11.2001</p>
	<p>Organization: Association of the Georgian-American Relations Title: Head of Public Relations Department Country of work: Georgia Began: 10.09.1999 Ended: 20.11.2000</p>
	<p>Organization: Literary Newspaper Title: Editor Country of work: Georgia Began: 1.01.1999 Ended: 1.01.2000</p>
	<p>Organization: Newspaper "Sports Kutaisi" Title: Deputy Editor Country of work: Georgia Began: 28.05.1998</p>

	Ended: 10.09.1999
	Organization: Factory of Alcoholic and Soft Drinks Title: Commercial Director Country of work: Georgia Began: 10.06.1991 Ended: 01.12.1997

Editions and Publications:

The library of public officer – series of advices for officers:

- "Self Management";
- "Time Management";
- "Public Relations Planning and Monitoring";
- "Business Ethics";
- "Negotiation Skills";
- "Preparation of Public Speeches";
- "Staff Management";
- "Achievement of Leadership";
- "Conflict Management ";
- "Business Correspondence";
- Translating and publishing of anthology of Chinese poetry and prose "Chinese landscape lyrics" (1998), Lu Xun "Call to Arms" (2006); Chinese poetry, Poems (2006).
- Publishing in republican journals and newspapers (articles, prose, and poetry).

Qualification and Certificates:

Internship at the Ministry of Foreign Affairs of Georgia;

Special courses and certificates in: Financial Management; Personnel Management; Management of Cultural Affairs; Time Management; Self-Management; Document Management; HR Management; Information Management Systems; Business Ethics (TACIS; UNDP; NIC; GCA; HORIZONTI; GBEP)

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