

Davit Kipiani

PROJECT MANAGER

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ABOUT ME

Dedicated and results-driven Project Manager with a proven track record of success spanning 10 years. Adept at leading cross-functional teams and overseeing the entire project lifecycle from initiation to completion. Demonstrated ability to deliver complex projects on time and within budget while meeting and exceeding client expectations. Strong leadership and communication skills combined with a strategic mindset to drive project success.

EXPERTIZE

- Project Planning & Execution
- Budget & Risk Management
- Team Coordination
- Time Management
- Communication & Stakeholder Management
- Documentation & Reports
- Quality Assurance
- Change Management
- Process Optimization
- Supply Chain & Operations Management
- Purchase Management
- Warehouse Management

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

The University of Georgia
2017

BACHELOR IN BUSINESS ADMINISTRATION

Ilia State University
2010 - 2015

WORK EXPERIENCE

Head of Gas Network Development Office

Tbilisi Energy 2022-TILL NOW



- Directly managing project implementation to ensure alignment with objectives outlined during the planning phase.
- Handling the Project Documentation & Status Report process.
- Managing team activities, coordination, and performance control.
- Conducting technical analysis and making decisions for network development.
- Preparing, evaluating, and confirming project documentation.
- Checking cost accounting documentation.
- Managing the agreement process for construction projects of linear infrastructure.
- Planning rehabilitation/construction projects for linear structures (gas supply network).
- Managing and controlling the technical archive of the existing gas supply network.
- Analyzing performed work and preparing various reports.

Co-Founder / Operation Manager

Chventan 2020-2021

E-COMMERCE



- Identifying and negotiating with both internal and external suppliers to ensure optimal procurement outcomes.
- Planning and managing procurement, warehousing, and delivery processes.
- Planning and managing online sales and promotional processes.
- Negotiating with customers.

Project Manager

Orient Logic 2019-2020

IT Infrastructure and
Business Solutions



- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Develop a detailed project plan to track progress.
- Negotiate with the customer and submit the project plan.
- Manage project planning, execution, and submission processes.
- Plan and manage procurement, warehousing, and delivery processes.
- Negotiate with vendors and provide customer support suggestions to the client.
- Offer company internal support suggestions to the customer and coordinate the support process.
- Ensure that all projects are delivered on-time, within scope, and within budget.
- Create and maintain comprehensive project documentation.

Zupa

2018-2019

SKILLS

- MS Office + Project + Visio
- 1C
- Dynamics NAV
- AutoCAD

- Planning and managing the full cycle of project;
- Coordinate internal resources, develop a detailed project plan to track progress;
- Planning and managing of procurement, warehousing and delivery processes;
- Coordinate customer service operations and find ways to ensure customer retention;
- Finding private and public tenders, participating in tenders and managing the full cycle;
- Oversee expenses and budgeting to help the organization optimize costs and benefits;
- Create and maintain project documentation.

Head of stores and cafe bars chain

Cafe-bars & wine shops

**Winery Khareba**

2017-2018

LANGUAGES

Georgian English Russian

- Formulate retail business strategy, design policies aligned with the overall strategy, and implement efficient processes and standards.
- Organize all store operations, allocate responsibilities to personnel, and develop a clear merchandising strategy.
- Plan and manage sales and promotion processes, overseeing in-store promotional events or displays.
- Manage contracts and relations with customers, vendors, partners, and other stakeholders.
- Ensure the technical efficiency (refrigerators/appliances, weak currents, communications.).
- Oversee expenses and budgeting to help the organization optimize costs and benefits.
- Mentor and motivate teams to achieve productivity and engagement, supervising and guiding staff towards maximum performance.
- Analyze sales and revenue reports, make forecasts, report performance, and suggest improvements

Silknet - ServiceNetGoup

2012-2017

Telecommunication

**Senior Project Coordinator**

2014-2017

- Successfully implemented GPON (Gigabit Passive Optical Network) technology for internet services in eight cities, including the installation of magistral and internal optical network lines.
- Implemented a new process for participating in governmental and private tenders as part of the newly formed company, **LTD ServiceNetGroup**, overseeing the entire cycle from winning the tender to project delivery.
- Developed a new website for **LTD ServiceNetGroup** and established social media accounts to enhance online presence.

Treasury and Budget Control Specialist

2013-2014

- A new budget control process was developed, encompassing purchase and stock transit control for each project. This entire process was integrated into the 1C program.

Inventory Specialist

2012-2013

- Successfully conducted the first-ever comprehensive inventory of the entire company's fixed assets in the Kakheti region.
- Provided training to employees on the new process of receiving and transferring fixed assets.
- Conducted a thorough inventory of specific devices across the entire country.
- Actively participated in the creation and development of nomenclature standards.