**[Team Leader Operations, administration, finances, vendor relations](https://www.postjobfree.com/resume/ad1r2w/team-leader-operations-brooklyn-ny)**

**Location:**Brooklyn, NY

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**Resume:**

Salome Nebieridze

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Summary

More then 20 years of experience in administration and finance departments of different companies while being successful team leader with strong organizational skills and ability to work in stressful situations, under minimum supervision and as a team.; Coordinating with legal advisors and handling contract management; financial budgeting and reporting; Responsible for administrative procurement including announcing tenders and conducting bid analyses; Supervising logistics and organizing events. Work Experience and Accomplishments:

• Senior Operations Specialist – River Spring Health - Insurance/MLTC- New York, United States (May 2014 – Present)

Communicate with enrollment personnel to ensure a smooth transition at the start of care.; Frequent contact with providers and outside entities to facilitate administrative care coordination for MLTC; Send determination letters, care plans and other correspondence deemed required to members and providers; Process authorizations and communicate approvals to servicing providers; Liaison between organization and vendors; Participate in special projects or other duties as assigned; Assist members in scheduling necessary medical visits; Notifies vendors of the start date for the services to member; Coordinate services with in-network and out-of-network providers; Monitor re-certification time frames for active member; Prepare/submit monthly reports; Maintain the highest level of integrity, courtesy, and respect while interacting with clients and business contacts; All other tasks assigned by the management team.

• Procurement Manager – Beeline/Mobitel -Telecommunications- Tbilisi, Georgia (2008

– 2013)

Purchased wireless communications devices; Organized public openings / tenders; Monitored purchasing policies and procedures;

Prepared, supported the bidding process; Managed the evaluation process; Drafted contracts and other procurement documentation; Made recommendations for selected bidder(s); Scheduled, coordinated and managed the negotiation process.

• Administration Manager–World Vision International -International Humanitarian Organisation – Tbilisi, Georgia (2006 – 2008)

Managed and monitored administrative department for all regional offices throughout Georgia; Responsible for cash disbursements, fuel expenditure, tax reporting, contract management, legal documentation; Designed, implement and oversee the maintenance of administrative systems for the efficient functioning of the office; Arranged conferences, trainings, meetings; Oversee security procedures for the safekeeping of World Vision possessions; Monitored the application of purchasing policies and procedures; Negotiate contracts, maintenance agreements and purchase orders on behalf of all sectors; Monitored the application of tenders organized by projects and supervise; Assisted FAD with the preparation of the annual budget for Administration Department; ; Supervised and provided guidance to Admin/Procurement staff; Coordinated administrative staff recruitment procedures.

• Senior Procurement Specialist – CHF International – USAID-Tbilisi, Georgia (2005 – 2006)

Coordinated all procurement related activities; Coordinated with the Finance Department; Prepared bid analyses; assisted in bid evaluation; Drafted contracts and other relevant procurement documentation; Updated PRS (Project Reporting & Monitoring System) database; Inventory Audit public openings / tenders.

• OSCE Project Manager– IMMS - International Medical Support Services - Organization for Security and Co-operation in Europe-Tbilisi, Georgia (2003 – 2005) Managed, trained and evaluated administrative staff within the project with OSCE Mission in Georgia; Prepared monthly reports, invoices; Designed and maintained management information system; Operated office equipment; Developed and determined the project's procurement policies and practices; overseeing the bid and request for proposal processes and decisions.

• Executive Lounge Coordinator – Marriott Hotel – Tbilisi, Georgia (2002 – 2003) Supervised guest reception, hotel reservations; Performed oral and written translations when required.

• Office Manager – Morrison Construction International – Tbilisi, Georgia (2000 – 2002) Responsible for all administrative support services; Performed oral and written translations; Maintained office files and suspense control; Organized meetings and various events, met visitors; scheduled business trips and arranged hotel accommodations.

• Administrative Officer – Judicial Training Center – Tbilisi, Georgia (1998 – 2000) Responsible for administrative services; Arranged conferences, seminars, meeting and exams for students; Organized certificate issuance for program graduates.

• Administrative Assistant / Intern – Ministry of Foreign Affairs - Department of International Organizations – Tbilisi, Georgia (1995 – 1997) Administrative assistance to the Head of Department; Distributed mail, reviewed correspondence and composed administrative documents and reports; prepared documents for meetings and conferences

Education

Tbilisi State University -Tbilisi, Georgia - Master’s Degree in Sociology (1992-1997) Tbilisi State University -Tbilisi, Georgia - Associate Degree in Law (1993-1996) Trainings/Courses

• Marketing Management

Caucasus Business School - Caucasus University

• Accounting for Financial Decisions

Caucasus Business School - Caucasus University

• Effective Executive Communications

Caucasus Business School - Caucasus University

• Managerial Economics

Caucasus Business School - Caucasus University

• Information Technology and Decision Strategy

Caucasus Business School - Caucasus University

• Law and Ethics in Business and Employment Environment Caucasus Business School - Caucasus University

• Foreign Trade Management Program

International Institute of Foreign Trade

Language Skills:

• Georgian – fluent

• English – fluent

• Russian - fluent

Computer Skills

Microsoft Office, Lotus Notes ; Ltchie; Internet Applications References available upon request