



# CV

## Personal Details

**Name:** Mamuka Pkhakadze  
**Address:** Vadja-Pshavela Avenue,  
4<sup>th</sup> Compartment, 24<sup>th</sup>  
Block, Flat 58, Tbilisi,  
Georgia  
**Phone Number:** 599076170  
**E-mail Address:** mamukapkhakadze  
@hotmail.co.uk  
**Date of Birth:** 19/03/1983  
**Nationality:** Georgian

## Education

**From February 2007 to February 2008:** University of Wales  
Institute, Cardiff (The  
UK), course of Master of  
Business Administration:  
International Business.

**From February 2004 to February 2006:** Dublin Metropolitan  
University (The UK),  
course of Bachelor of  
Arts: International  
Business Management.

**From January 2004 to February 2005:** Oxford House Computer  
Training (The UK),  
course of Computer:  
Microsoft Office Skills,  
Desktop Publishing and  
Graphics, Web Design  
and European Computer  
Driving Licence.

**From June 2001 to December 2003:** Oxford House College  
(The UK), course of  
English: General English,  
IELTS and Cambridge  
Proficiency.

**From September 1989 to May 2000:** Georgian School 101  
(Georgia)

## Work Experience

**Paid from July 2007 to August 2008:**

Guy's and St. Thomas' Hospital (The UK), post: Business Administrative Assistant.

**Paid from January 2002 to June 2007:**

Guy's and St. Thomas' Hospital (The UK), post: Catering Assistant.

**Voluntary from March 2007 to March 2008:**

Guy's and St. Thomas' Hospital (The UK), post: Administration Assistant.

## Skills

**Foreign Languages:**

Georgian (native), English, Russian.

**Computing Languages:**

Microsoft Windows(s), Office programs: Word, Excel, PowerPoint, Access and Illustrator, Photoshop, Quark X Press, HTML, Dreamweaver, JavaScript and Flash.

## Interests and Activities

Reading books, exercising in gym, swimming, playing tennis, basketball, football and listening music.

## Referees

Catering Services Manager:

Mrs Corrinne Habbershaw

Deputy Business Manager:

Mrs Amanda Carlin