

# LALI JAPARIDZE

## ◆ Contact Information

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## ◆ PROFESSIONAL PROFILE

Experienced and detail-oriented Procurement and Logistics Manager with over 15 years of experience in international sourcing, vendor negotiations, tender documentation, and end-to-end supply chain coordination. Adept at identifying cost-saving opportunities, optimizing procurement workflows, and building strong supplier relationships. Fluent in English and highly familiar with customs regulations and international logistics.

## ◆ KEY COMPETENCIES

- International Procurement & Import Operations
- Supplier Sourcing & Evaluation (Global Market)
- Tender & Contract Management (B2B/B2G)
- Freight & Customs Coordination
- Cost Analysis & Negotiation
- ERP & Data Analysis
- Cross-functional Team Collaboration

## ◆ WORK EXPERIENCE

### **International Procurement and Tender Manager- EL+ Ltd. (Jan. 2024 - Present)**

- Lead sourcing of international suppliers for construction and industrial goods;
- Analyze market trends and evaluate supplier offers for best value;
- Prepare technical specifications and tender documentation;
- Oversee full-cycle import operations and customs clearance.

### **Deputy Commercial Director - ARCHTRADE LLC (Feb 2022 - Jun 2023)**

- Supported executive-level procurement decisions and communications;
- Coordinated logistics and managed supplier documentation;
- Supported sales and projects;

**Head of Logistics & Brand Manager – PHOENIX Ltd. (Jun 2021 – Jan 2022)**

**Head of Procurement Department– RED-CO Real Estate Developer Company**

**(Apr 2015 – Jun 2021)**

- Managed supplier negotiations across Europe, Turkey and China;
- Controlled shipping and customs documentation;
- Optimized purchasing terms, payment conditions, and lead times.

**Import & Logistics Manager – IBERTECH LLC / PHOENIX Ltd. (2007 – 2015)**

**Sales Manager / Office Administrator / Executive Assistant – Various companies**

**(2002 – 2007)**

◆ **EDUCATION**

Ilia Chavchavadze State University – Bachelor's Degree in English Language and Culture  
(1998 – 2002)

◆ **LANGUAGES**

Georgian – Native

English – Fluent

Russian – Proficient

Italian – Intermediate

◆ **TECHNICAL SKILLS**

MS Office Suite (Excel, Word, PowerPoint, Outlook),

Google Workspace, Microsoft SQL Server, Power BI,

ERP & CRM Systems.