

Ana Arveladze

Executive coach, Nlp Master, Trainer

Executive coach, trainer and psycho consultant with over 14 years of professional experience and skills in Commercial Banking, Customer Relationship Management, Corporate and Private Executive Coaching. Nlp Master Practitioner and trainer of Body language, emotional intelligence, non-verbal communications, business protocol.

Experience

Executive coach & Consultant

Freelancer- Self employed

Oct 2019 – Present

Coach and consult entrepreneurs, teams and individuals through practice management, individual development and a team approach philosophy. Coach executives to enhance communication, interpersonal, time management, stress management skills and work-life balance. Provide ongoing support to help executives achieve set goals and create success for themselves, their teams, and their organizations. Executive and career development coaching to both corporate and individual clients.

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Date of Birth: 02/05/1986
0186 Tbilisi, Georgia.

Trainer

European school of business

Jan 2020 – Present

Preparation of educational materials module writing and supportive handout, Present course material in a concise manner that encourage apply knowledge of theory to real world settings. Design and Create workshops on topics such as non-verbal communication, emotional intelligence, negotiations and business etiquette.

Principal Solo banker

Bank of Georgia

May 2013 – Jan 2020

Develop comprehensive financial plans for clients in order to reach their short and long-term goals. Consulting with customers regarding their financial needs, recommending solutions, and financial services to meet those needs. Navigated buy and sell of stocks and bonds as requested by clients. Develop and maintain client's portfolio by offering products suitable to their needs.

Accountant

Geosteel LLC

Nov 2010 – May 2013

Reviewed and recommended modification to accounting system and procedures. Responsible for correcting discrepancies and explaining monthly differences in account analysis and reconciliation. Responsible for monthly general ledger entries, inventory accounting and bank reconciliation of multiple accounts.

Chancellery manager

TBC Bank

May 2007 – Nov 2010

Preparing Transaction confirmation letters, Issuing official letters according customer's request about their financial statement, annual turnover and loans for audit companies and Embassies.

Education

2020 Tom Silver Institute of Clinical Hypnotherapy
2021 Clinical Hypnotherapist.

2019 Ilia State University
2021 Master of Social Psychology.

2019 World association for positive psychotherapy
2020 Basic Consultant of Positive psychotherapy.

2019 Society of neuro linguistic programming
EMDR (eye movement desensitization and reprocessing) therapist.

2019 The Society of Neuro-linguistic Programming
Nlp Master Practitioner and coach.

2018 Nlp school of London – The art of change
NLP Coach Practitioner.

2015 Ilia State University
2017 Master of Business Administration.

2007 Ilia State University
2011 Bachelor of Business Administration.

2004 Tbilisi Vano Sarajishvili state conservatory
2008 Bachelor's degree, Piano Performance.