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• E-MAIL SONA.HOVHANNISYAN@YAHOO.COM
LINKEDIN: SONA-HOVHANNISYAN-CONSULTANT

SONA HOVHANNISYAN

SUMMARY

Highly motivated Finance, Management and Business Development professional with 18 years of proven successful experience in Consulting, Financial Management, Business Management, Production and other sectors. Fluent in English, Russian and Armenian. Proficient in all MS Office applications.

AREAS OF EXPERTISE

Financial Management

Project Management

Financial/Business Analysis

Business Management

Business Consulting

Contract Management

Negotiations

Document Management Systems and Procedures

Trainings

Partners/Supplier Relationship Management

PROFESSIONAL EXPERIENCE

May 2017 till now

ARMENIAN INSTITUTE OF DIRECTORS

Board Member

May 2016 till now

EFFECT GROUP CJSC

Business Development Director

- Established sales and expense planning, controlling and forecasting system and mechanisms.
- Implemented financial reporting system and budgeting.
- Evaluated investment projects.
- Developed strategic plan and managed controlling processes.
- Managed and planned sales, production, raw material procurement (import) schedules, minimal stocks.
- Reduced the costs by 3.7%.
- Implemented processes that centralized purchasing, which improve productivity by 10.1%.
- Participated in the accounts receivable and payable controlling processes and mechanisms.

September 2015 till now

SPYUR LTD

Business Consultant

- Established Financial reporting system
- Implemented budgeting, planning and forecasting systems and mechanisms
- Developed finance organizational strategies by contributing financial and accounting information.
- Developed financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.
- Exceeded profit margin by 5.7%.
- Reduced administration expenses by 11%.
- Maintained metrics and analyzed data to assess performance and implement improvements.

August 2013 till now

Management Mix Consulting and Training Company

Business Consultant and Associate Trainer

- Participated in business evaluation processes, investment projects and decision making processes.
- Delivered trainings - “Financial Management”, “Budgeting”, “Financial Analysis and Ratios”.

December 2014 - June 2015

Slado Kombinat LTD

CEO

- Identified the goals of the organization in the long, short and medium term.
- Developed high quality business strategies and plans ensuring their alignment with short-term and long-term objectives.
- Overseen all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.
- Made investing decisions to advance the business and increased profits by 18.3%.
- Enforced adherence to legal guidelines and in-house policies to maintain the company’s legality and business ethics.
- Worked with Directors to determine new opportunities in the marketplace and devise ways to take advantage.
- Identified risks and ensured appropriate strategies are in place.
- Invested funds and increased the profitability of the business.

May 2014 – December 2014

Milkat LTD

CFO

- Monitored and directed the implementation of strategic business plans.
- Improved company’s working capital by 2.1%.
- Developed finance organizational strategies by contributing financial and accounting information.
- Developed financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.
- Optimized costs of production by 3.2%.

REFERENCES – Available on request.

EDUCATION

- CFA I level candidate
- From April 2015 till June 2015 – Course on NLP, at Madatyan Psychological Center, Certificate of NLP Practitioner
- January 2012 Management Mix Armenia, The course of The Best Practices in Strategic Management (9-5-4 Guide)
- January 2007 BSC Yerevan, The courses of “Financial Planning and Analysis”
- 23 of June 2002 to 23 of August 2002 The Preparatory Semester at Center of Economic Research and Graduate Education at Charles University and Academy of Science of Czech Republic (in Prague)
- 2002 The courses of “Business Plan” and “Financial Management” at Civic Education Project, which is affiliated with the Central European University. Certificates with Excellence
- 1999-2001 State Engineering University of Armenia, *specialty*: “Engineering management” (with excellence), Master degree
- 1995-1999 State Engineering University of Armenia, department: “Economics and Management of Machine-Building Production”(with excellence), Bachelor Degree
- 1995 The course of “Applying Economics” of “Junior Achievement”. Certificate with Excellence
- 1995 college (with excellence)

PUBLICATIONS

- 2001 “The problems of choice of mathematical fundament of planning” Materials of Scientific Conference of SEUA (State Engineering University of Armenia), Yerevan,
2001, pg. 550
- 2000 “The problems of realization forecasting in Joint-Ventures” Materials of Scientific Conference of SEUA (State Engineering University of Armenia), Yerevan,
2000, pg. 550

LANGUAGES AND OTHER SKILLS

- English (excellent), Russian (excellent), studying French.
- MS Office (excellent), ArmSoft (good), 1C (good).
- Driver license

PERSONAL DATAS

- Nationality – Armenian
- Date of Birth – 06.08.1978

HOBBIES

- Tennis, Reading, Fashion, Traveling, Painting, Batik.