

# EKA JIKIA

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## Contact Information



+995 574 88 33 38



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## Work Experience

### January 2021 – present

Head of Consumer Protection Unit – JSC „BB Insurance”

### November 2020 – present

Lawyer – JSC „BB Insurance”

#### **Job Description:**

*Settlement of customers complaints and preparation of monthly report; Drafting insurance and non-insurance agreements. Control of compliance of Insurance products with legislation; Drafting letters and other legal documents; Participate in negotiations with clients.*

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### August 2019 – November 2020

Lawyer at the Corporate Banking Department - JSC “Bank of Georgia”

#### **Job Description:**

*Legal support of the Corporate Banking Department. Participate in negotiations with corporate clients; Drafting bank / non-bank agreement, letters, statements or other legal documents; Preparation of the legal opinions based on legislation and legal precedents.*

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### 2017 – 2019

Lawyer at GP Kosoevi & Company

#### **Job Description:**

*Representation in the courts of Georgia, in the negotiation and consultation processes; Writing legal opinions based on legislation and legal*

*precedents. Drafting agreements, lawsuits, statement of defense, complaints, applications/ letters, and other legal documents related to the clients; Supporting clients by accurately interpreting laws, rulings and regulations; Requesting and submitting documentation from private and public institutions.*

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## Education

Ivane Javakhishvili Tbilisi State University

Bachelor of Laws – 2017

Master of Laws – 2020

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## Affiliations

Member of Georgian Bar Association

Membership Status - Suspended

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## Languages

English

Georgian

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## IT Skills

JavaScript Specialist Certification - Pearson VUE (CERTIPORT)

JavaScript and Front-End Frameworks - New Horizons Computer Learning Center (provided by GITA)

Front-End Web Programming Course - IT Academy STEP

Microsoft Office