**Profile**

A diligent, self-motivated and customer service experienced individual. Strong collaborator with leadership skills looking for opportunities of professional experience in business management aiming to maximize her own potential. Ability to perform under pressure and develop impactful solutions.

AGGELIKI

KENOUTI

**Business management analyst**

Mobile: +30 6984693813

Mail: kenaggeliki@gmail.com

Address: Polyzoidou 2-4, Athens

**Education**

**BA(HONS) BUSINESS MANAGEMENT (FINANCE)** 2018-2021

**University of Derby - Mediterranean College**

Consultancy Project: Case study on Real Estate company - GPA: 79 / 100

* PESTEL & SWOT Analysis
* Data Collection – Questionnaires
* Risk Assessment
* Strategy Action Plan

**BUSINESS ADMINISTRATION EXECUTIVE** 2016-2018

**OMIROS Institute of Vocational Training**

**BUSINESS ADMINISTRATION EXECUTIVE** 2016-21018

**OMIROS** Institute of Vocational Training

**Soft Skills**

Analyzing & Problem Solving

Creative Thinking

Adaptability & Team Work

Organized & Results Driven

**Languages**

Greek (Native)

Albanian (Bilingual)

English (C2)

**Computer Skills**

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

ERP (Pylon)

**Hobbies**

Travelling, Dancing

**Work Experience**

* **Dental Clinic Secretary** 12/2021-present

*D. Mpoudas Clinic*

**•** Managing information and data

**•** Handling payments, process invoices and bills

**•** Assisting in taking inventory and ordering supplies

**•** Scheduling professional meetings

* **Restaurant Assistant Manager** 9/2018- present

*Hill Athens Restaurant*

**•** Assisting in administrative duties (payroll, inventory, shift schedule)

**•** Providing staff training and performance feedback to improve productivity

**•** Creating monthly reports on revenues/expenses

**•** Organizing events and promotions on social media