



# Zinovia Paragiou

## FINANCIAL AND MANAGEMENT ENGINEER

### PROFILE

*I'm a financial engineer specialized in management engineering. I want to gain experience and get better skills in data analytics, bussiness intelligence and decision-making.*

### CONTACT

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### EDUCATION

#### UNIVERSITY OF THE AEGEAN

Department of Financial and Management Engineering

September 2014 - June 2021

### SKILLS

- Experience of WMS and ERP systems (Mantis LV, Soft1, Ortec, SAP)
- Knowledge of Matlab programming enviroment
- Knowledge of R statistics
- Knowledge of Microsoft Office ( Word, Excel, Power point)
- Basic knowledge of Html and PHP

### ADDITIONAL SKILLS

- Reliability analysis
- Modeling, analysis and design of stochastic sustems
- Operations research
- Decision analysis and knowledge engineering
- Reporting analysis
- Problem solver
- English language (Proficiency level)

### PROFESSIONAL EXPERIENCE

#### REPORTS MANAGER / ADMINISTRATIVE ENGINEER

##### WH Europe | April 2022 - Present

- Manage and assemble the various repts at WH Europe and partnership level
- Aggregate information from the Team Leaders and Project Managers and assemble various reports to assist in effective decision making
- Explore various what - if senarios
- Assist Chief Engineer and Technical Team with engineering administrative tasks
- Work with the rest of WH team and the project managers to achieve required results

#### WAREHOUSE OPERATIONS ADMINISTRATOR

##### Sarmed 3rd Party Logistics | July 2021 - February 2022

- Manage order deliveries
- Organise office
- Organise e-mails
- Manage delivery documents, import documents and reverse documents
- Prepare warehouse's stocktacking
- Customs operation
- Update and organise custom documents
- Customer support

#### TANKER'S ROUTING PLANNER ASSISTANT

##### Revoil A.E. | July 2018 - August 2018 (Internship)

- Tanker's routing planning
- Update information about fuel's deliveries
- Update information about fuel's imports