

Kyritsi Ioanna

Patision 343, Athens, 11144

E-mail: kyritsioannad@gmail.com | LinkedIn: <https://www.linkedin.com/in/kyritsi-ioanna/>

Mobile phone no.6930425741

EDUCATION

- 10/2021- Present **ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS**
Master of Science – MS Human Resources Management and Services
- 09/2016 - 07/2020 **UNIVERSITY OF THESSALY**
Bachelor's degree Economics
- Major: Business Economics, GPA: 7.12

EXPERIENCE

- 11/2020- 09/2021 **SIPSAS EMPORIKI, I.K.E.**
Accountant Assistant, Accounting department
- Accounting and secretarial support.
 - Support senior accountants in preparing monthly closures.
 - Preparation of bank deposits, issuance of invoices for customers and external partners.
 - Preparation and keeping of accounting documents and files.
 - Daily registration and updating of financial transaction data in internal databases.
- 12/2019 – 03/2020 **EUROBANK**
Digital Expert, Store
- Customer service, information and training on the use and benefits of e-banking in the branch network.
- 07/2019 - 08/2019 **NATIONAL BANK OF GREECE**
Office worker, Store
- Customer service.
 - Opening accounts.
 - Card issuance, e-banking.

SKILLS

- Excellent knowledge of English - Test of Interactive English, CEFR Level: C2.
- Knowledge of French language (in progress).
- Computer knowledge: MS Windows, MS Word - Excel - Access - Power Point, MS Internet - Outlook, Online Collaboration, Digital Marketing (ECDL).

OTHER ACTIVITIES / INTERESTS

- Participation in Entrepreneurship School, organized by ThinkYoung and Coca-Cola, (I learned with my team how to start our startup ideas with special emphasis on social entrepreneurship).
- Voluntary Member of the AIESEC Organization (Helping young people to understand volunteer programs and select programs that suit them).
- Voluntary animator in PAPACHARALAMPIO PUBLIC CENTRAL LIBRARY OF NAFPAKTOS (My task was to motivate the children in creative activities).
- Attending seminars and workshops on digital marketing and management (Google Digital Workshop, Grow Greek Tourism Online, Managing the Company of the Future by University of London & London Business School Progress, COURSERA).