



FINANCIAL EXPERT & ADVISOR

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PERSONAL STATEMENT

Having worked in the sector of **finance** and **accounting** for more than a decade, I have acquired **extensive experience** in **Greek taxation law and practices**, **accounting standards** and **EU funding**. Taking advantage of my **solid academic background** and utilizing my **organizational**, **analytical** and **communication skills**, I have invested in **long-term partnerships** with the numerous companies and individual professionals with whom I collaborate, **both in Greece and internationally**. Constantly seeking new challenges and exploring opportunities, I can serve as your **liaison with the Greek public and private sectors**.

PROFESSIONAL EXPERIENCE

2011–present: **Accountant, Financial Advisor @ M&K Tax Planning, Athens, Greece**

- **Accounting & book-keeping:** Invoicing, purchases, sales, receipts and payments by individuals and organizations
- **General oversight & control:** Reviewing incomes and expenditures, managing work contracts
- **Greek taxation law expertise:** Advising clients on taxation decisions, processing taxation law requirements, ensuring fulfillment of monthly/annual company obligations
- **Payroll standards & procedures:** Calculation of payroll taxes, social security deductions, net payments. Using Epsilon.Net “Extra Μισθοδοσία” software
- **EU funding:** Guidance through application procedure and monitoring of funding programmes

2017–present: **Private Academic Instructor @ Private School, Kolonaki, Athens, Greece**

- Offering private courses to students of economic universities, assisting them in their academic goals
- Courses: Finance, Accounting, Business Administration, Cost and Tax Accounting, Economic Policy

EDUCATION

<i>2014</i>	M.Sc. in European Studies Athens University of Economics and Business (AUEB) School of Economics, Department of International & European Economic Studies
<i>2012</i>	B.Sc. in Economics University of Ioannina (UoI), Department of Economics

CERTIFICATIONS

<i>2016</i>	Accounting & Tax License A' Class Economic Chamber of Greece
<i>2019</i>	Management of EU Funding Seminar organized by Advanced Business Process Management (ABPM Business Consulting)

FURTHER EDUCATION & TRAINING

- Tutorial for Young Accountants (PEAC Education)
 - Selected Courses from B.Sc. in Economics:
 - Accounting & Finance
 - Microeconomics & Macroeconomics
 - Business Strategy
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COMPUTER KNOWLEDGE

<i>2017</i>	Microsoft Excel for Economists and Accountants Hellas Network Official Certification
<i>2004</i>	European Computer Driving License (ECDL) Core Certificate Basic Concepts of IT, Using a Computer & Managing Files, Word Processing, Spreadsheets, Databases, Presentation, Information and Communication)

FOREIGN LANGUAGES

Greek	Native speaker
English	Proficient speaker (C2) Test of English for International Communication (TOEIC), Hellenic-American Union
Turkish	Advanced speaker (C1) Highest certificate level "Yüksek 4", Turkish & Foreign Languages Research & Application Center of Ankara University (TÖMER)
Bulgarian	Basic speaker (A2)