

NAME SURNAME

Address: 6, Themistocleous str., 3075, Limassol

Phone: +357 99 010 203

Email: name@email.com

EDUCATION

09/2012 – present **Master of Business Administration**
University of Sometown (Sometown, Somecountry)
- Dissertation: “Measuring Consumer Trust in the Cypriot banking system”

09/2009 – 06/2012 **Bachelor of Finance and Shipping**
University of Sometown (Sometown, Somecountry)
- GPA:

09/2009 – 06/2012 **High School Diploma**
Lanitio Lyceum
- GPA: 00 / 20

WORK EXPERIENCE

09/2012 – present **Antonis Antoniou & Co Auditors & Accountants** (Limassol)
Position: Accounts Assistant (part-time)
Main tasks:

- Assisting in payroll preparation
- Invoicing and file management
- Handling daily worksheets to the general ledger system

06/2012 – 08/2012 **New Shipping Ltd** (Limassol)
Position: Administration Support (internship)
Main tasks:

- Handling incoming telephone calls
- Registering visitors and notifying appropriate staff of their arrival
- Filing and sorting incoming mail and faxes

COMPUTER KNOWLEDGE

- Microsoft Office (excellent)
 - Statistical Package for the Social Sciences - SPSS (adequate)
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PARTICIPATION IN RESEARCH PROJECTS

05/2012 – 07/2012 **Research Assistant** in the European funded project “*Ethics and Financial Transactions*”, Faculty of Management and Economics
Main tasks:

- Data collection
- Data analysis

LANGUAGES

- Greek (mother tongue)
 - English (excellent speaking, reading and writing)
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CERTIFICATES

- Certificate in Book-keeping and Accounts (level 2), London Chamber of Commerce & Industry (LCCI) examination board (2009)
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AWARDS / ACCOMPLISHMENTS

- Academic scholarship (2011) Faculty of Management and Economics
 - Second place award in the 2010 National Web-site competition
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MEMBERSHIPS / VOLUNTEERING / OTHER ACTIVITIES

- Member: Association of the Cyprus Shipping & Finance Association (CySFA)
 - Participating in fund raising events for children with special needs (Telethon 2013-2015)
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SEMINARS / WORKSHOPS ATTENDED

- "The Social Economy and Employment of People with Mental Health Problems", The 19th CEFEC conference, CEA Pavilion, Seville, Spain, Oct. 19-21, 2006.
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SOCIAL SKILLS AND COMPETENCIES

- Persistent
 - Multitasked
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