**CURRICULUM VITAE**

**APPLYING POSITION:**

**PERSONAL INFORMATION**

**Name: Eirini**

**Surname: Georgiou**

**Date of Birth: 07/06/1984**

**Place of Birth: Limassol**

**Marital Status: Married**

**Ethnicity: Cypriot**

**Address: Aristides Charalambous 12, 3046,**

 **Zakaki, Limassol**

**Telephone Number: +357-96844621**

**Email address: eirini\_gewrgiou@yahoo.gr**

**JOB EXPERIENCE**

**June 2008-10 th of Sept 2008 Piperaris Security Systems**

 **Accounting Department**

 **a)Bookkeeping**

 **b) Administration Work**

**15th of Sept/2008 –**

**31 st of sept/2009 Dinos Antoniou Certified Accountant**

 **a)Bookkeeping**

 **i) vat**

 **ii)social insurance**

**01/10/2009-now Certified accounting office in Limassol**

 **a)Bookkeeping**

 **i) vat**

 **ii)social insurance**

 **iii) Fill application forms for vat, tic number, social insurance**

**EDUCATION AND QUALIFICATIONS**

**1999 – 2002 Polemidia Lyceum**

 **Economic Department**

 **Grade: 17 5/13**

**2003 – June 2008 University of Cyprus**

 **Degree Science of Economics**

**Experienced at:**

**Finance Accounting Principles**

**Introduction to Management Science**

**Microeconomics Theory**

**Macroeconomics Theory**

**Econometrics**

**Firm Structure & Stragedy**

**Money Banking & Finance Market**

**Economic Development**

**Mathematic for Economics**

**Topic in English**

**Additional Examinations:**

**1) IELTS English Language (5.5/9)**

**2) LCCI Elementary**

**3) Advanced & Proficiency in English Language**

**SKILLS**

**Computing Skills:**

**Word**

**Excel**

**Internet**

**PowerPoint**

**Accounting Program -Intelisoft**

**Accounting Program-Eurosoft**

**Language Skills:**

**1) Greek**

 **2) English**

**Seminars**

**a) 16 September 2009**

 **THE TAX SYSTEM**

 **23 September 2009**

**b) 2 September 2009 PROFESSIONAL BAHAVIOUR & COMMUNICATION**