## Personal information

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| Name | **k o n t o g i a n n i A R G Y R O** |  |
| Address | kamares aigeialias, achaia, gr-25009 |
| Telephone | +30 2691032350, +30 697 2058320 |
| E-mail | kontogianni.iro@gmail.com |
| Nationality | Greek |
| Date of birth  Marital Status | 8th August 1983  Single |

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| Work Experience |
| |  |  | | --- | --- | | Date | **06/2012- 11/2012** | | Employer | **“CULTURE, EDUCATION, SPORT & SOCIAL PROTECTION” - MUNICIPALITY of AIGIALEIA, Public Entity** | | Position Held | **Event Management & Officer Assistant** | | Main responsibilities | * Project Management and Coordination of educational visits - primary schools- to the Municipal Library * Personal Assistant to the President - all transactional services & in charge of employment contracts and redaction of Decisions of the Municipality Council | |  |  | | Date | **04/2006 – 05/2010** | | Employer | **Brain Storm G.P. – *Business software company*** | | Main responsibilities | ***Monitor the accounting management software***   * In charge of monitoring and updating accounts in accounting management software * Processing of company’s sales activities (observing contract terms), issuing necessary documents and sales invoicing * Monitoring and liabilities of the company to meet deadlines   ***Transactional Services***   * Contacts & transaction with banks, tax authorities and insurance organizations * Orders, Payments – Receipts, accounting documents and correspondence, follow up of sales payments * Observing and ensuring the correct debit/credit agreements with customers * Agreements & monitoring of bank accounts   ***Customer Service & Sales***   * Customer Service: Providing a friendly and helpful service to customers * Control and expansion of existing markets * Assist to annual expos for clientele development and enrichment of existing clientele with new products * Training: Demonstrating good product knowledge to customers | |  |  | | Date | **11/2005 -12/2005** | | Employer | **TELEPERFORMANCE HELLAS,**  **Telemarketing, Teleservices & CRM services** | | Position held | **Telecommunications Sales Officer** | | Main responsibilities | * Proactively sell telecom products and services to businesses & individual. * Maintain a high level of sales activity including needs assessments, application development, proposal presentation, negotiation, and post-sale services | |  |  | |

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| Date | **04/2005-10/2005** |
| Employer | **GLOBAL LINK INTERNATIONAL MARKETING LTD** , **Marketing Research Services** |
| Position held | **Stage – Market Research** |
| Main responsibilities | * Collecting data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand * Measuring and assessing customers satisfaction via survey questionnaires. |
| Date | **07/2004 - 09/2004** |
| Employer | **Organising Committee for the Olympic Games Athens 2004** |
| Position held | **Village Staff** |
| Main responsibilities | * Customer Service at the journalist village of St Andrew |
| Education | | | |
| |  |  | | --- | --- | | Date | **2001-2005** | | University | Technological Educational Institute of Athens– Marketing Department - Business Administration – | | Title of qualification awarded | **Degree of Marketing & Advertising**  ***Field of specialities:*** *Marketing, Operational Business, Statistics, Pricing, Human Resources, Consumer Behavior, Industrial Marketing, Banking Marketing, Applied Marketing Research, Marketing Management, International Management, Internet – Multimedia, Corporate Communication, Advertising Principles, Design Advertising Media, Social Psychology, Technical Sales, Sales Management, Mathematics for Economists, Microeconomics, Electronic Processing and Databases, Financial Accounting, Macroeconomic Analysis, Civil Law, Money, Banking & Capital Markets, E-Commerce, Law of Consumer Protection*Alpha | |  |  | | | | |
| |  |  | | --- | --- | |  |  | | Date | **2000** | |  | School in Aighio | |  | **Lycee Diploma – Speciality : Economy Administration** | | | | |

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| Dissertation |
| |  |  | | --- | --- | |  |  | | Date | **06/2005** | | University | Technological Educational Institute of Athens, Greece | | Subject | **Online Marketing Strategies** | |
| Personal Skills and competences |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | | | | | | Mother tongue | **GREEK** | | | | | | Other Languages | **ENGLISH** | **FRENCH** | **ITALIAN** | | Title of qualification awarded | Proficiency michigan |  | Celi 3 (PERUGIA) | | Writing skills | Proficient User C2 | Elementary User A2 | Independant User B2 |  | | Verbal skills | Proficient User C2 | Elementary User A2 | Independant User B2 |  | |  |  |  |  |  | |
| |  |  | | --- | --- | | Technical Skills | Word, Excel, Access, Power Point, Microsoft Outlook, Internet (ECDL Core Certification), fast Typing Skills | | Additional Information | Driving License  Dance, reading, travel, tennis  Electic member of the local Council | |
| |  |  | | --- | --- | | SKILLS: | capacity to quickly grasp new theories and applications, good work ethic and interpersonal skills, excellent time management, planning & problem-solving skills, highly organized, negotiating skills | | References | Available upon request | |