##  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 birthMarital Status | 8th August 1983Single |

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| Work Experience |
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| 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
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| 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
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| 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.
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| 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
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| Education |
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| 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 |
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| Date | **2000** |
|  | School in Aighio |
|  | **Lycee Diploma – Speciality : Economy Administration** |

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| Dissertation |
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| Date | **06/2005** |
| University | Technological Educational Institute of Athens, Greece |
| Subject | **Online Marketing Strategies** |

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| Personal Skills and competences |
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| 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 |  |
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| Technical Skills | Word, Excel, Access, Power Point, Microsoft Outlook, Internet (ECDL Core Certification), fast Typing Skills |
| Additional Information | Driving LicenseDance, reading, travel, tennisElectic member of the local Council  |

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| 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 |

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