

BENAKI GEORGIA



Personal Details

Address: 49 Ippokratous Str, Keratsini, Athens
Date of birth: 1/10/1994
Descend: Chios, Greece
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Studies

2013 – 2017: University of Piraeus, department of Maritime Studies.

Professional Experience

December 2017-December 2018

“EATA Courier-Ταχυμεταφορές EATA”, Agia Paraskevi, Attiki :

➤ Department of **financial management**,

- Daily payment of the customers via e-banking method (payments are related to the pay-on delivery amount).
- Occupation with the sector of the POS system.
- Daily checking the transactions of the agencies mostly via POS and also cash.
- Daily accounting activities.
- Daily communication with parties across the country about various issues that may arise.
- Provision of services to the clients (various changes on the pay- on- delivery amount et cetera).

November 2013- June 2014

Internship at “**Aegean Shipping Management S.A.**”, Piraeus, Attiki :

➤ **HSQE Department:**

- Monitoring and replying e-mails on daily basis on behalf of HSQE department.
- Fulfilling ad hoc duties as assigned.
- Ensure vessel's filing system is maintained and up to date.
- Perform data-entry, documentation, printing and filing duties.
- Provide administrative support to HSQE team.

➤ **Technical Department:**

- Daily checking, filing and archiving of technical dept correspondence.
- Daily monitoring vessels' technical requirements.

2012 - 2013

Promotion in “**All about Concept**”, Advertising company at Agia Paraskevi.

Additional Skills

- **English:** Fluent – (ECPE - Examination for the Certificate of Proficiency)
- **French:** Good – (DEL F B1 - DIPLOMME D'ÉTUDES EN LANGUE FRANÇAISE)
- **Excellent knowledge** of PC, Internet & MS Office (ECDL Certificate)
- Acquainted with **DANAOS shipping software**.

Seminars

- Hellenic Shipbrokers Association : Voyage Charter Party Negotiation(Proposition : Mr. Tsoudis).

Interests and others

- Upcoming Member of Economic Chamber of Greece,
- Photography, travelling, swimming, team gymnastics, cooking,
- Driving license.

References available upon request.