

# Natalia Maniaki

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## SUMMARY

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Enthusiastic about working as Employee's Rewards Handler in multinational companies, open-minded, with a special curiosity about exploring new horizons related to the field of my work. Rewards or Compensation Benefits handling is part of Talent Acquisition, which is my passion. Empathetic and committed to constantly get out of my comfort zone and challenge myself in dynamic environments. I am a motivated, trustworthy & a continuous learner with genuine interest in the field of HR/ Rewards. Highly effective at very intensive and demanding circumstances with a very developed sense of responsibility. I am collaborative, by also taking initiatives, with a high level of communication and organizational skills, and a willingness for continuous development.

## EXPERIENCE

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### April 2018- Present

#### Account Handler at Aon Greece S.A.

- *Design – Evaluation – Assessment and placement of Employee Benefits policies.*
- *Negotiation and coordination of renewals process with both insurers and clients/ identification and development of growth opportunities for existing clients.*
- *Support with data and cost analysis for client's reporting or accounting purposes.*
- *Benchmarking of corporate insurance programs against peer groups and industry best practices.*
- *Management and Customer service (HR) at local and multinational level / manage and resolve queries from clients and insurers / Claims management and administration.*

### September 2017-March 2018

#### Audit Automation Center at Ernst & Young

- *Tasks relating to financial statements (clerical and consistency checks of financial information).*
- *Processing of financial data for data analytics purposes.*
- *Data entry and basic sampling and reconciliation procedures in relation to various transaction testing.*
- *Reconciliation of subledgers to trial balance and formatting of stock book and reconciliation to trial balance, too.*

### July 2017- September 2017

#### Intern at the HR/Talent Department at Ernst & Young

- *Responsible for workforce and EY data system updates.*
- *Dealt with the problems or needs of the staff.*
- *Learned how to recruit and how to detect talented people.*

## EDUCATION

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### PANTEION UNIVERSITY (2021 - present)

*MSc in Applied Economics & Management*

### UNIVERSITY OF PIRAEUS (2013 - 2017)

*Economic Science,, Average Grade: 7,76/10,00*

## **ADDITIONAL SKILLS**

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- **Greek:** Native speaker - **English:** Proficiency(C2) University of Michigan - **German:** Goethe Zertifikat A1
- **Microsoft office suite** (ECDL : Word – Excel – Powerpoint – Outlook)
- **Eviews & Geoda**

## **CERTIFICATIONS - SKILLS**

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- *Insurance Broker via Bank of Greece (2018).*
- *The annual and multi-event “Panorama of Entrepreneurship & Careers” organized by Mr. Ladopoulos, professor of OPA (follow-up 2014, 2015, 2016, 2017,2018,2019).*
- *Educational Seminar at the University of Piraeus on “Investor Relations in Greece & International Relations”.*
- *“Comply with new standards of ISO27001 & GDPR” with Aon Greece S.A.*

## **VOLUNTEER**

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Participation in volunteer programs such as: Solidarity Now , “Xterra Athens” & Sparks by Glovo “Every Piece counts” in the voluntary organization Ethelon-Glovo.