

Tzivelou Panagiota



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PROFILE

Date of birth: 12/12/1998
Address : Rizariou 58, Chios
Nationality : Greek

EDUCATION

FEB 2021 – **University of the Aegean, Greece**
OCT 2016 Department of Shipping, Trade and Transport, University of Aegean
Thesis: “Financial Distress: Causes, Remedies and Symptoms” Web Link: <http://hdl.handle.net/11610/21742>
MAY 2022 **University of the Aegean, Greece**
Special Education and Training (Certificate)
DEC 2022 **University of the Aegean, Greece**
Leadership and Administration in Education (Certificate)
JUNE 2023- **University of the Aegean, Greece**
OCT 2022 Master of Business Administration in Shipping

CERTIFICATES

MAR 2018 **Training Seminar of “Energy Management”**
MrBelegrisby the Tsakos Columbia Shipmanagement
JUN 2018 **“International Rules and Regulations for environmental protection”**
MrKazantzis by “MariaTsakos” Foundation
MAY 2019 **“Maritime Accounting workshop”**
MrStivaktas by NereusShipping S.A.

MAY 2019 ***“Regulatory Seminar”***
Mr Limperopoulos by LIBEROASSURANCE

JUL 2019 **Summer School Academy of Finance and Risk
Management in Shipping**
MrGavalas and MrTsatsaronis by University of Aegean

SEPT 2020 ***“The profession of accountant - principles of
accounting and financial
statements”***
MrMpillis Xrisovalantis by EPSILONNET SA
KE.ΔI.BI.M. 2

WORK EXPERIENCE

DEC 2021- ***Franchise Sklavenitis (Super Market), MR MON A.E.***
UNTIL TODAY Position: Assistant Accountant

Responsibilities: Contracts, File management and organization, control and issuance of Invoicing, prices increase.

SEPT 2020- ***Vodafone Plc Group***
DEC 2021 Position: Sales Advisor

Responsibilities: Sales, Contracts, Invoicing, File management and organization, Customer service.

SEPT 2020 – ***KnR A.E. (Summer Intern)***
JUN 2020 Position: Assistant Internal Auditor

Responsibilities: Invoicing, File management and organization, Internal control in municipalities, ports, hospitals.

SEPT 2017- ***NATIONAL BANK OF GREECE (Summer Intern)***
JUN 2017 Position: Secretary support

Responsibilities: Invoicing, File management and organization, Customer service, Digitization of files.

LANGUAGES

Other than Greek (native)
English (fluently)
ECCE (B2) (Certificate of Competency in English of the University of Michigan)
LRN (CEF C2) (Level 3 Certificate in ESOL International)

KNOWLEDGE

Global Intermediate Express by Global Cert (CERTIFICATE)

MS Office Suite

ArcGIS Software

SPSS software

Construction of web pages

SKILLS

Communication Skills

Cooperative

Team Spirit

Patience and organizational skills
