

ARIS KELANTONAKIS

Athens, Greece | Tel: +30 6938613316 | E-mail: kelantonakisaris@gmail.com | Date of birth: 01-06-1992 | Military Obligations: Completed

EDUCATION

- 2020** **Athens University of Economics and Business, Greece**
MSc in International Shipping, Finance and Management
- 2018** **University of Piraeus, Greece**
BSc in Industrial Management and Technology

PROFESSIONAL EXPERIENCE

- 07/2022 – 01/2023 **GasLog Ltd.** Athens, Greece
Vetting Trainee (6-month Internship)
 - Responsible to prepare-update documentation as required by SIRE & PSC Inspections.
 - Compilation of new questions from HPVQ6 and subsequent coordination within GasLog Ltd. for gathering information for the transition.
 - Transition from HPVQ5 to HPVQ6 for all GasLog Ltd. Fleet.
 - Complied with and communicate rules, regulations, codes and guidelines affecting the vessels.
- 01/2019 – 07/2022 **E- OMS Computer Company** Athens, Greece
09/2016 - 11/2017 **Online Sales**
 - Communication and coordination with suppliers in order to satisfy customer orders.
 - Perform day to day management of the commodities inventory and supply availability.
 - Perform daily data entries / removals of commodities.
 - Maintain up-to-date knowledge about product information and promotions.
 - Customer support via e-mail, phone or in person.
 - Receipts and dispatches of commodities.
 - Perform daily tasks based on assigned work plan.
 - Maintain positive business relationships to ensure future sales.
- 11/2017 - 05/2018 **British Council Greece** Athens, Greece
Examinations Assistant (Fixed term contract)
 - Specialized customer support.
 - Preparation and organization of the examination period.
 - Handling, transport and control/storage of confidential materials.
 - Coordination between departments of the British Council.
 - Logistics in headquarters and warehouse.
 - Data management and entry.
 - Prioritizing workloads.
 - Filing.
- 06/2011 - today **British Council Greece** Athens, Greece
Invigilator (Freelancer)
 - Periodic invigilation for the British Council examinations of all levels.
 - From 07/2019 IELTS and Supervision included.

LANGUAGES

Greek: Fluent (Native)
English: Fluent (Certificate of Proficiency in English - Michigan University)

IT

MS Office (Word, Excel, PowerPoint) | STATA | Social Media

SEMINARS

- HELMEPA webinar "TMSA and Vetting Awareness"
- British Council: Fraud Awareness | Understanding Equality | Diversity and Inclusion | Safety and Security | Information Management
- AUEB: Mediation in Shipping
- AUEB: HMC Ship Sale and Purchase

HOBBIES

Basketball (referee, player), music/drums, reading, writing, traveling, board games, movies.

References available on request