

 **CURRICULUM VITAE**

**Personal Information:**

E-mail : dimitra.333993@2freemail.com

Nationality : Greek

Marital Status : Married

Driving License : International European Driving License (Category B)

Language Known : English, Greek

**Personal Profile**

Strong background in Business Administration, Sales, Customer Relations, Problem Solving Skills, and Public Relations. Dedicated individual, passionate and hardworking, perfect organized, supervision, punctual in deadlines, communicative and conscientious person. I will endeavor quickly assimilate new information and skills required for my employment in order to be an effective part of my team. I have a positive outlook and cheerful personality and enjoy working with people from diverse backgrounds. I would like to be part of a Company, that will give me the opportunity to utilize my interest and abilities with my excellent performance and experience to any given tested, according to the knowledge I have.

I am willing to learn quickly and improved.

**PROFESSIONAL EXPERIENCE**

**OFFICE MANAGER AND BUSINESS DEVELOPMENT**

**Avanda Properties LLC – Abu Dhabi** (From Mar 2015 to Dec 2016)

**Job Role:** Carried out activities such as the smooth and proper function of the Office Administration, Filling, Faxing, Telephone, Correspondence, e-mail, Texts in Computer, Internet, Printing, Photocopies, Organization of Meetings, Public Relations and Customer Services, Advertisements.Sales growth schedule.

**Accomplishments:** I started work from the first day start of the Company, begining as secretary and in two months I got the Office Manager and Business Development position. From May I got new responsibilities in the company I managed to organize a perfect smooth and proper office administration with my 23 years of experience and the knowledges I have. I proposed a Sales growth schedule and the Sales increased 80%. Furthermore, I managed to have a perfect communication and cooperation with the company, employees and customers.

**Skills Used:** Timely and direct communication with the customers, Perfect Organized, Problem Solving Skills, Supervision, Multicultural, Punctual, Communicative, Public Relations, Customer Services, Good communication and cooperation with the company, Quick Learning.

**OFFICE MANAGER OF THE HEAD MINISTER**

**Government of Greece** (From Jan 2006 to Dec 2014) - (Fixed Term Contract)

National Statistic Service of Greece

Ministry of Sports of Greece

Ministry of Finance of Greece

Ministry of Health of Greece

**Job Role:** Carried out activities such as the smooth and proper function of the Office Administration, Filling, Faxing, Telephone, Correspondence, e-mail, Texts in Computer, Internet, Printing, Photocopies, Organization of Visits-Meetings and Travels, Report to Medias, Public Relations and Customer Services.
**Skills Used:** Perfect Organized, Problem Solving Skills, Public Relations, Customer Services, Supervision, Multicultural, Punctual, Communicative, Quick Learning.

**SALES MANAGER** **and BUSINESS DEVELOPMENT**

**Sagriotis Prokopis Furniture S.A.** (From Jan 1996 to Dec 2005)

**Job Role:** Carried out activities such as the smooth and proper function of business, control and Financial Management, Sales and Orders, HR, solve problems between employees and business, as well as solving problems or customers complaints. Sales growth schedule.
**Skills Used:** Timely and direct communication with the customers, Problem Solving Skills, Perfect Organized, Supervision, Multicultural, Punctual, Public Relations, Customer Services, Good communication and cooperation with the company, Quick Learning.

**ADMINISTRATIVE ASSISTANT**

**Ravago Plastics Hellas S.A.** (From Jan 1995 to Dec 1995)

**Job Role:** Secretary, Filling, Faxing, Telephone, Correspondence, e-mails, Texts in Computer, Internet, Printing, Photocopies, Customer Services.
**Skills Used:** Good cooperation with my colleagues and employees, Perfect Organized, Communicative, Problem Solving Skills, Punctual, Multicultural, Customer Services, Quick Learning.

**CONTRACTS MANAGEMENT**

Aspis Pronoia Insurances Company (From Sep 1992 to Dec 1994)

**Job Role:** Contracts and Sales Management of all the types of insurances.
**Skills Used:** Good and direct Customer Communication, Problem Solving Skills, Perfect Organized, Multicultural, Supervision, Punctual, Public Relations, Customer Services, Quick Learning.

 **Note:** I can provide you the letters of my professional experience upon request.

**EDUCATION AND TRAINING**

**I. Bachelor Degree in Business Administration**

from Executive Professional High School

by Ministry of National Education of Greece

**II. Certificate in English Language**

from University of Cambridge

**III. Certificate in ECDL (European Computer Driving License)**

Training in Word Processing, Spreadsheets, Information and Communication

by Ministry of National Education of Greece

**IV. Certificate in Business Administration:**

**The Modern Secretary and Office Automation**

from E.K.E.A. (Greek Business Development Centre)

by Ministry of National Education of Greece

**V. Certificate in Business Administration:**

**Modern Methods in Data Entry / MS WORD, MS EXCEL**

from Master K.E.K. (Centre of Professional Training)

by Ministry of National Education of Greece

**Note:**

Excellent managing of computers (Software & Hardware)

I can provide you the degrees I have, upon request.

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 **COVER LETTER**

I would like to be part of a Company, that will give me  the opportunity to utilize my interest and abilities with my excellent performance and experience to any given tested, according to the knowledges I have.

My career is separated in two parts. The first part is the Business Administration which I studied, because I am a very organized person and I like to manage different kinds of sections and the second part is the Sales, because I am a communicative person, who likes solving problems, the customer relations, the public relations, the supervision, I am multicultural and punctual in the deadlines.

But I also believe that these two careers are based in the same skills.

In my career, I focused everyday to learn more and more and in my plans is one day  being a part of the bests. I think, I can manage this because I believe in myself and I will do the best I can.

Furthermore, in my plans is to achieve these goals by the knowledge I already have and from people that will support me according to any given daily test. With the communication and the cooperation that I will have with the Company and my collegues.

Of course I can work well under pressure and deadlines because I'm carrying an experience of 24 years. In both kinds of careers which I have, as Administration and Sales section, I had a lot of pressure and deadlines. So I am ready for this.

I would like to work in a Company that will give me the opportunity to provide my skills and my knowledges and grow with you, continuing build my career.