

# Tormpantonis Antonios – Stefanos

Naoussa, Greece



*BSc Physics, Programming and Coding in my free time. Highly goal focused with my end goal being excellence in all my efforts.*

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## Skills

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|--------------------|-----------------------|-----------------|
| ❖ Logical Thinking | ❖ Problem Solving     | ❖ Creativity    |
| ❖ Responsibility   | ❖ Attention to Detail | ❖ Languages     |
| ❖ Teamwork         | ❖ Multitasking        | ❖ Data Analysis |

## Work Experience

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### P2P Associate, Vendor Master Data

Eli Lilly, Cork, Ireland (05/2019 – 10/2020)

- Main point of contact for the Vendor Master Data sub-process for North America.
- Vendor data maintenance for North America and EMEA.
- Ensuring vendor data remained accurate and compliant with region specific and company regulations.
- Handling of vendor account specific requests through a queue system.
- 2<sup>nd</sup> Tier of escalation for the Vendor Master Data sub-process.
- Testing and quality control on new tools, processes, as well as updates to the existing ones.
- Compliance reporting and auditing on regular intervals.
- Puerto Rican merchant certificate and withholding exception document validation and handling.
- Employee expense accounts maintenance in SAP.
- Bank data maintenance in SAP.
- Validation and compliance control for Customer Master Data sub-process.
- Troubleshooting payment returns/rejections, and implementing solutions to related issues.
- Knowledge transfer and training new team members and affiliates, including recorded presentations.
- Received the employee of the month award for the month of October 2019.

## Office Administration

### Greek Military Mandatory Service (01/2018 – 10/2018)

- Protocol number assignment to Military Documents.
- Missing documents recovery by following Protocol.
- Incoming and outgoing Military Mail handling.
- Special handling of top secret and confidential documents.
- Military service duty schedule planning.
- Issuing of Military documents as required (medical referrals, leave of absence documents, military personnel transportation tickets, draft documents).
- Daily report generation on the status of the unit and its members.
- Personnel database management (Microsoft Access environment).
- Military document archiving.
- Communications (electronic mail and phone calls).
- Earned an additional 14 days of honorary leave for my contributions.

### High School Physics and Mathematics private lessons (09/2012 – 06/2013)

- Knowledge transfer in preparation for the national university entry exams.

## Education

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### BSc, Physics (8 Semesters, 240 ECTS)

#### Aristotle University of Thessaloniki (09/2010 – 07/2017)

- Graduation grade of 7.23/10.
- Knowledge acquisition in advanced Mathematics, Data Analysis and multiple fields of Physics.
- Main field in Nuclear Physics and Elementary Particles.
- Exceptional performance in laboratory courses.

## Languages

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- **Greek:** Native.
- **English:** IELTS General Training (01/2019), Overall Score: 8/9 (C1 level).
- **German:** Zertifikat B2 (05/2009), Overall Score: 80.5/100.

## Computer Skills

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- Microsoft Windows, Microsoft Office, SAP.
- Intermediate knowledge of Python.
- Basic Knowledge of CSS, HTML, JavaScript and SQL.
- Basic knowledge on a hardware level.

## Interests

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- Programming and Coding.
- Improving my knowledge of programming languages and frameworks.
- Postgraduate studies.
- Data Science.
- Machine Learning and Neural Networks.
- Gaming.