

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

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

Work Experience

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.
- 2nd 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.
- Report generation with specific information when requested.
- 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

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

- **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

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

Interests

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