

Argyri Bazouka

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SUMMARY

- Finance Officer with over 6 years of experience in finance and project administration
- Skilled in budget monitoring, reporting, compliance, and cross-departmental coordination
- Strong record of supporting efficient operations and contributing to organizational growth

SKILLS

Languages: English (C2 - Proficiency), German (B2 - Upper Intermediate), Greek (Native)

Technical: Microsoft Dynamics Navision, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Monitoring Information System (ΟΠΣ–Greece)

PROFESSIONAL EXPERIENCE

Finance Officer, SolidarityNow - Thessaloniki, Greece Feb 2024 - present

- Prepares financial reports in compliance with donors' requirements
- Performs day-to-day processing of financial transactions and monthly reconciliations
- Monitors project budgets, ensuring compliance with funding requirements
- Collaborates with project teams to track expenditures and optimize internal processes

Project Assistant Officer, SolidarityNow - Thessaloniki, Greece Sep 2020 - Feb 2024

- Served as the primary liaison between management and field teams across multiple locations in Greece, ensuring clear communication and alignment on project objectives
- Collaborated with Finance, HR, and Procurement to streamline workflows for timely project implementation
- Supported senior management on project budgeting by tracking expenditures and preparing regular updates
- Maintained detailed records ensuring accurate reporting to external stakeholders

Finance Officer, SolidarityNow - Thessaloniki, Greece Sep 2019 - Aug 2020

- Prepared financial reports in compliance with donors' requirements
- Performed day-to-day processing of financial transactions
- Maintained all financial records and files as per internal policies

Supply and Logistics Assistant, SolidarityNow - Thessaloniki, Greece Jun 2019 - Aug 2019

- Handled vendor communications and purchase orders to support field operations
- Maintained procurement documentation, ensuring accuracy and compliance with organizational procedures
- Supported field teams by providing timely updates on procurement status and delivery schedules

Assistant Accountant, Private Accounting Office - Thessaloniki, Greece Jan 2017 - Aug 2017

- Supported bookkeeping activities for small and medium-sized enterprises
- Assisted with tax filings, gaining exposure to greek accounting standards and compliance procedures

Intern, Professional Chamber of Thessaloniki - Thessaloniki, Greece Apr 2015 - Jul 2015

- Processed registrations of new professionals and updated existing member records
- Assisted in maintaining the Chamber's database

EDUCATION

M.Sc in Business Analytics and Data Science | University of Macedonia 2022-2025

B.Sc in Economics | Aristotle University of Thessaloniki 2011-2015