

Argyri Bazouka

Thessaloniki, Greece | argympaz@gmail.com | +30 6976374453 | [linkedin.com/in/abazouka](https://www.linkedin.com/in/abazouka)

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

PROFESSIONAL EXPERIENCE

Finance Officer, SolidarityNow - Thessaloniki, Greece 03.2024-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 09.2020-02.2024

- 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 09.2019-08.2020

- 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 06.2019-08.2019

- 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 01.2017-08.2017

- 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 04.2015-07.2015

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

EDUCATION

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

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

SKILLS

Languages: Greek (native), English (C2), German (B2)

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