

Argyri Bazouka

Thessaloniki, Greece | argympaz@gmail.com | +30 6976374453 | 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

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 Mar 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