



Filippos Meletis

Business Analyst

excelling in management, business/IT support and AML frameworks

Contact

Phone

+41 76 453 48 60

Email

filippos.meletis@gmail.com

Address

Schiffbaustrasse 9b
8005 Zurich

Language

English

Fluent, Cambridge FCE

German

Fluent, Goethe Certificate C2

Swiss German

Native Speaker

Greek

Native Speaker

Skills

Data Analysis
Technical Proficiency
Documentation and Reporting
Customer Service and Support
Risk Management

Hobbies

Paragliding
Travelling

Professional Experience

Business Analyst/IT Support (L1)

Credit Suisse AG, Zürich

April 2022 – Present

I played a key role in developing and overseeing an AML-focused framework for client reviews. I provided user support for Client Enhanced Periodical Reviews and collaborated with IT to address technical issues. I systematically documented and reported application problems, recognized recurring issues, and coordinated improvements. I served as a content owner for the related Intranet pages and support materials, and effectively communicated application-related information to stakeholders.

Project Manager/IT Support (L1) Team Lead

Credit Suisse AG, Aarau

External contract - Axeleris Group AG

June 2021 – March 2022

I provided user support for Client Periodical Reviews and collaborated with IT to address technical issues. I systematically documented and reported application problems, recognized recurring issues, and coordinated improvements.

Vacation Rental Property Manager

Self-Employed, Greece, Kefalonia

May 2020 – May 2021

I marketed and managed Airbnb and Booking properties, overseeing guest communication, maintenance, check-ins/outs, finances, and housekeeping. My focus on detail and organization led to optimized revenue and exceptional guest experiences.

Contractor in Assurance

PricewaterhouseCoopers AG, Basel

January 2020 – March 2020

I performed data analysis on financial statements from various ERP systems, ensuring accuracy by managing data cleansing and processing. I developed reconciliation scripts in ACL to align general ledger with audited trial balances. I also offered support and communication to audit teams throughout Switzerland.



Fachhochschule
Nordwestschweiz



Accountant

B2B Cosmetics Practice Firm, Oberwil

October 2019 – December 2019

I effectively managed accounts payable and receivable, guaranteeing precise financial transaction records. My responsibilities included overseeing cash management, performing closing procedures for cash accounts, and posting accounting entries while maintaining thorough document filing.

Vacation Rental Property Manager

Self-Employed, Greece, Kefalonia

May 2019 – September 2019

Sabbatical

Travelling

January 2019 – April 2019

Shift Supervisor

Starbucks Switzerland AG, Basel

April 2016 – December 2018

I oversaw daily store operations, motivated and guided staff, and ensured customer satisfaction. Managed administrative duties like ordering, deliveries, database maintenance, and store correspondence, all contributing to meeting sales targets.

Commercial Intern

University of Applied Sciences and Arts, Northwestern Switzerland, Basel

August 2015 – August 2016

I worked at the Student Administration front desk, aiding in database management and document organization. Assisted in filing receipts and organizing institute correspondence.

Shift Supervisor/Barista

while pursuing my Bachelor's degree and Goethe C2 Certificate

Starbucks Switzerland AG, Basel

December 2013 – August 2015

Education

Google Data Analytics Certification

Coursera

March 2023 – September 2023

Junior Accounting Officer Certification

KV Pro Basel, Switzerland

January 2021 – March 2022

Bachelor of Science in Business Administration

Aristotle University of Thessaloniki, Greece

September 2010 – September 2014