

# MANOS PSARAKIS

## Data Analyst

Data Analyst who holds proven analytical, problem solving and technical aptitude along with firm underpinning in Data Analysis, RPA technologies and Finance. Passionate in dealing with large amounts of structured and unstructured data and drawing useful conclusions from them. My target is to obtain a position in Data Analysis where I can utilize my skills and my work ethic through an organization that is able to provide structured career growth potentials by encouraging high performance and quality.

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<https://manospsarakis.github.io/>

## WORK EXPERIENCE

### Data Analyst

**DHL Express** Sep 2021 – Current

Brussels, Belgium - Traineeship

- Solution Architecture and implementation for transferring the current Investment case review process into digital workflow
- Automating document creation for Investment cases using Excel, SQL server & RPA technologies
- Data Management, Data Engineering & Developing Power BI reporting dashboards
- Establishing digital submission & Review process for investment proposal pipeline by using SharePoint & developing web applications
- Improving the current Database & automating data storing procedures

### Financial Analyst

**FAIS Group** Apr – Sep 2021

Athens, Greece - Full Time

- Preparing reports and projections to analyze P&L for business decisions
- Cash flow management – Liquidity planning and control
- Payments Coordination – Close contact with the banks
- Oversee daily financial operations (accounts payables, accounts receivables, invoicing, orders, etc.)
- Assisting in the annual budgeting and business planning process

### Assistant Accountant

**Accounting Office** May – Oct 2019

Crete, Greece - Internship

- Posting and processing journal entries (invoices, purchase orders, etc.)
- Management of operations of an accounting office (visit to tax offices, bank payments, etc.)
- Familiarity with computer accounting applications, bookkeeping and IFRS
- Issuance of VAT, tax returns and tax certificates, tax optimization
- Assist senior accountants in the preparation of monthly reports/yearly closings and financial statements
- Data entry handling and verification checks/update financial data in the database

## EDUCATION & CERTIFICATIONS

### Bachelor of Science: Economics

**University of Crete – Rethymno** 2013-2019

*Mathematics, Statistics, Econometrics, Accounting, Business Administration, Micro-Macro economic Theory, Game Theory*

### Certifications

- Google Data Analytics Professional Certificate, Coursera | Ongoing
- Python for Data Science and Machine Learning BootCamp, Udemy | 2022 - 04
- ICT Tools & Professional Skills in the Digital Era, Business Administration & Tech Projects Management, Digital Literacy for an Interconnected World | Upskilling Greek Youth for the Digital Era Powered By Microsoft | 2022 - 01
- Tableau 2020 A-Z: Hands-On Tableau Training, Udemy | 2021 - 08
- Data Warehouse Fundamentals, Udemy | 2021-06
- Excel for Business Specialization, Macquarie University | 2021 - 02
- Softone ERP, Future Business School | 2021-02

## SKILLS & KNOWLEDGE

### Tools

- SQL, MySQL
- Tableau
- Python, R
- SPSS
- SoftOne/Entersoft/SAP ERP
- MS Power Platform (Power BI, Power Automate, Power Apps)
- MS Office (Excel, Word, PowerPoint, Access)
- VBA
- DAX

### Areas of Expertise

- Data/BI Analysis
- Financial Analysis
- Data Warehousing
- Data Management
- Data Mapping & Modeling
- ETL Modeling
- SQL Programming
- Data Science
- KPIs Analysis
- Reporting

## LANGUAGES

- English (Fluent)
- German (Intermediate)
- Greek (Native)

## ADDITIONAL INFO

- [GitHub Portfolio Projects](#)
- Greek Military Obligations Fulfilled
- Eager to Relocate

## HONORS & AWARDS

### ReGeneration Finalist

*Soft Skills Learning Path, powered by ReGeneration & LinkedIn Learning | 32+ training hours | Storytelling, Growth Mindset, Feedback, Project Management, Creativity, Presentation Skills, Adaptability, Pitching your idea, Teamwork, Self-Awareness*

### AIESEC Global Talent