

# Nikolaos Topalis

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## PROFILE

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Self-disciplined, focused, and dedicated are three adjectives that describe me in all the jobs I have held throughout my life. I am always determined to accomplish my daily tasks, despite any unexpected problems or difficulties that may arise. Maintaining a healthy lifestyle through regular exercise helps me stay focused and succeed in these efforts.

## EDUCATION

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### Technical Educational University Of Thessaly

Bachelor's Degree at Business Administration department, specialized in section of Management & Marketing

Larissa

Graduation Date: Jun 2021

### 3rd General High-School

High-School Certificate (Apolyterion)

Katerini

Graduation Date: Jun 2013

## WORK EXPERIENCE

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Perfumist (by Jardin d' Essences)

Katerini

### E-commerce Manager

Dec 2022 - Dec 2023

- Online Shop's appearance-structure formation & development
- Product registration (write descriptions, form prices, etc.)
- Stock management (store, track & control products)
- Products photography & digital edit for online registration
- Customers' online orders arrangement & package preparation
- Social Media management & product advertisement

National Bank of Greece

Katerini

### Customer Service & Management of Bank's Archive

Oct 2019 - Jun 2020

- Customer Service, (Manage bank accounts, issue debit cards, create internet banking accounts, etc.)
- Management of the bank's documents & storage room. (Date, alphabetical order, etc.)
- Phone service & customer support
- Cash counting-registration

Mediterranean Village Hotel 5\*

Katerini

### Reception & Customer Service

Sep 2018 - Oct 2018

- One month of getting trained & working at the reception & customer service of a 5\* luxurious Hotel.

## MILITARY

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Greek Army

Rentina

### Hellenic Special Forces

Nov 2017 - Jul 2018

- Fulfilled military obligations

## SKILLS & INTERESTS

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**Languages:** Greek (Native), English (C2)

**Interests:** Social Media Management, Photography-Video Edit, Body Exercise, Book Reading (novels, fiction, etc.)

**Hard Skills:** Web Development, Microsoft Office, Digital Marketing, HTML, CSS, JavaScript, Customer Service

**Soft Skills:** Multitasking, Communication, Discipline, Self-Starter, Teamwork Skills, Fast Learner, Critical Thinking

## LINKS

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**Portfolio:** [nikostop.github.io/Portfolio/](https://nikostop.github.io/Portfolio/)

**WordPress:** [nikostopalis.wordpress.com](https://nikostopalis.wordpress.com)

**LinkedIn:** [linkedin.com/in/nikolaos-topalis](https://linkedin.com/in/nikolaos-topalis)