



# NIKOLAOS TOPALIS

Business Administration Management - Web Development & Designment

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## Profile

Self-disciplined, focused and dedicated, are the three main adjectives which can describe me overall, in each one of the jobs I have done in my life.

Always, being determined to accomplish the daily tasks at my job, despite the unexpected problems & difficulties that may come up. A healthy lifestyle, through body exercise, keeps me concentrated to succeed in the above.

## Employment

**E-commerce Manager** Dec 2022 - Dec 2023

Perfumist (by Jardin d' Essences), Katerini

- 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

**Customer Service & Management of Bank's Storage Room** Oct 2019 - Jun 2020

National Bank of Greece, Katerini

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

**Reception & Customer Service** Sep 2018 - Oct 2018

Mediterranean Village Hotel 5\*, Katerini

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

## Education

**Business Administration Management** Sep 2013 - Jun 2021

Technical University Of Thessaly, Larissa

Studies & courses at Business Administration department, specialized in section of Management & Marketing. (Temporary pause of the courses due to military obligations 2017-2018.) Diploma acquirement, June 2021.

**High-School Certificate (Apolyterion)** Sep 2010 - Jun 2013

Katerini

3 Year Courses

**English Language Courses** Sep 2004 - May 2010

Katerini

English language Certificate (Proficiency)

## Military

**Hellenic Special Forces, Greek Army.** Nov 2017 - Jul 2018

Fulfilled military obligations.

## Personal details

Date of birth

June 2, 1995

Civil status

Not married

Website

nikostopalis.wordpress.com

LinkedIn

linkedin.com/in/nikolaos-topalis

## Skills

Digital Marketing

WordPress Developer

Multitasking

Microsoft Office

Communication

HTML, CSS, JavaScript

Critical Thinking

## Hobbies

- Photography & Video Edit
- Social Media Management
- Keep up to date with new Technologies
- Body Exercise & Healthy Diet
- Read Books (novels, fiction, etc.)

## Languages

Greek

English