

Nikolaos Topalis

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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.

EDUCATION

Technical Educational University Of Thessaly

Larissa

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

Graduation Date: Jun 2021

3rd General High-School

Katerini

High-School Certificate (Apolyterion)

Graduation Date: Jun 2013

WORK EXPERIENCE

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

Greek Army

Rentina

Hellenic Special Forces

Nov 2017 - Jul 2018

- Fulfilled military obligations

SKILLS & INTERESTS

Languages: Greek (Native), English (C2)

Interests: Social Media Management, Photography-Video Edit, Body Exercise, Read Books (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

Portfolio: nikostop.github.io/Portfolio/

WordPress: nikostopalis.wordpress.com

LinkedIn: linkedin.com/in/nikolaos-topalis

