

# Nikolaos Topalis

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## PROFILE

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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

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### 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

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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, 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

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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)