



Nefeli Malousi

Date of birth: 28/08/2000

Nationality: Greek

Gender: Female

CONTACT

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europass

ABOUT ME

Nefeli, as a graduate of the Department of Sociology, anticipates employment in a field related to the management of a group of people, with the purpose of their collective as well as individual improvement. Her short experience in the fields of direct promotion, sales, secretarial support, catering, tourism communications and in the field of justice, is a solid foundation for achieving her goals.

EDUCATION AND TRAINING

03/2023 Athens, Greece

● **BACHELOR'S DEGREE IN SOCIOLOGY** Panteion University

Website <https://www.panteion.gr/> | **Field of study** Social and behavioural sciences not elsewhere classified | **Level in EQF** EQF level 6

12/2023 Athens, Greece

● **GENERAL KNOWLEDGE DEGREE IN MEDIATION** Panteion University

Website <https://www.panteion.gr/>

WORK EXPERIENCE

10/2019 – 07/2020 Athens, Greece

● **Promotion and Sampling** MIRAN DELI Athens

• Promotion/sampling of consumer products in department stores.

Website <https://www.mirandeli.com>

02/2021 – 06/2022 Athens, Greece

● **Secretary general** ATMOKATASTASI

- Secretarial support, customer service
- Orders to suppliers, customer orders
- Accountant, Soft1 update and management
- Sale of tobacco products in a retail store

Website <https://hlektroniko-tsigaro.eu/>

02/2021 – 06/2022 Athens, Greece

● **Accounting assistant** VILANTONIS SECURITY

- Secretarial support, customer service
- Orders to suppliers, customer orders
- Accountant, Soft1 update and management
- Sale of tobacco products in a retail store

Website <https://viladonis.gr/en/>



09/2022 – 12/2022

Internship MINISTRY OF JUSTICE

Sociology intern at the Juvenile Probation Service of the Ministry of Justice.

Website <https://ministryofjustice.gr/>

08/2022 – 09/2023 Athens, Greece

Public relations officer EXCURSIONS GREECE

- Check in staff
- Guest services
- Public relations

Website <https://excursionsgreece.com/>

07/2022 – CURRENT Athens, Greece

Customer service representative FOUR SEASONS ASTIR PALACE HOTEL
ATHENS

Event preparation and customer service during the events in the Banquet department.

Website <https://www.fourseasons.com/athens/>

CONFERENCES AND SEMINARS

12/2019 Athens

**THE SOCIOLOGICAL PERSPECTIVE FOR A SOCIETY WITH SUSTAINABLE
DEVELOPMENT**

Speaker in the conference that took place in Panteion University.

Link <https://phoebekoundouri.org/the-sociological-perspective-for-a-society-of-sustainable-development-athens-greece/>

11/2018 Athens

BLASPHEMY AND MULTICULTURALITY

Participated in the conference that took place in Panteion University.

Link <https://www.eliamep.gr/en/activity/vlasfimia-i-optiki-tou-evropaikou-dikastiriou-ton-anthropinon-dikaionaton/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Greek

Other language(s):

English

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C2



DIGITAL SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint) | Accounting (Basic) | E-shop Administration
| Web conference tools (Teams, Zoom, Interactio, Webex) | Android & Windows Expert

COMMUNICATION AND INTERPERSONAL SKILLS

● **Teamwork**

Nefeli's experience in customer service and preparation of the events that take place in a highly prestigious 5-star hotel and michelin-star restaurant in Athens lead to the acquisition of many helpful skills.

● **Empathy**

● **Active listening**

● **Leadership**

● **Patience**

● **Problem solving**

● **Adaptability**

HOBBIES AND INTERESTS

● **Tae Kwon Do**

● **Photography**

● **Travelling**

● **Literature**

● **Archery**

● **Hiking**

References available upon request.

01/2025