

# Mr. Stepan Panko

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## EDUCATION

<b>Taras Shevchenko National University of Kyiv</b> <b>Bachelor's degree</b> Relevant Modules: International Economics, Marketing, Management, Advanced Mathematics, Statistics, Investment.	<b>Kyiv, Ukraine</b> Sep. 2018- Jun. 2022
<b>St Lawrence College (Primary Education)</b>	<b>Athens, Greece</b> Sep. 2005 – Jun. 2012
<b>Public School #88 (Secondary Education)</b>	<b>Kyiv, Ukraine</b> Sep. 2012 – Jun. 2018

## WORK EXPERIENCE

<b>Piraeus Bank</b> <i>Internship – Department of Large Corporate Clients</i> <ul style="list-style-type: none"><li>Conducted detailed analysis of new clients applying for bank services.</li><li>Produced reports for risk department and senior management regarding client credit and legal status in Ukraine.</li><li>Analysed company Financial Statements and entered them into the banks database.</li><li>Analysed companies place in the market and where the market is going.</li><li>Prepared analytics of future market growth or fall.</li></ul> Worked half of the internship at the strategic management department whilst working at the Large Corporate Department. <ul style="list-style-type: none"><li>Conducted fieldwork to gather primary information for strategic management department.</li><li>Analysed competitors to have a better view of our place in the market.</li><li>Conducted strategic plans to help the banks growth.</li></ul>	<b>Kyiv, Ukraine</b> Jun. 2019 – Sep. 2019
<b>E-papers GR</b> <i>Fulltime employee – Team leader</i> <ul style="list-style-type: none"><li>Held monthly team building meeting to increase each colleague's efficiency and resolve problems with clients.</li><li>Conducted offers for clients, created templates for team to use.</li><li>Conducted accounting reports, sent invoices of payments.</li><li>Mentoring and training up junior and new staff.</li><li>Conducted weekly reports of team's efficiency and progress on each project an assignment.</li><li>Submitted staffs excels with payments from clients for accountant of the company.</li><li>Supported writers and clients with information regarding their assignments, held online meeting with clients and colleagues.</li><li>Provided prompt and accurate information on staff performance.</li><li>Was involved in the recruitment of new staff.</li><li>Track record of delivering results with deadlines.</li></ul>	<b>Remotely Kyiv, Ukraine</b> Sep. 2019 – Dec. 2020
<b>SIGTAX AG</b> <i>Fulltime employee – Corporate Department</i> <ul style="list-style-type: none"><li>Conducted templates for client's requests.</li><li>Provided clients with information regarding company formation for any type of company in Switzerland, Ireland, Lichtenstein, Luxembourg, Cyprus.</li><li>Provided information to clients regarding residence/ work permits in Switzerland, Ireland, Lichtenstein, Luxembourg, Cyprus.</li><li>Opened companies for clients, assisted with opening bank accounts and legal documentations.</li><li>Conducted reports for the head of the department.</li><li>Worked on projects with legal department team to ensure Cloud database had all information for each separate company updated.</li><li>Ensuring all administrative and IT records are entered and updated correctly.</li><li>Introduced new staff to the company and training them.</li><li>Updated invoice statuses and assisted accountants with their projects.</li></ul> Worked for 3 months at <b>Global unit pay</b> as a project from <b>SIGTAX</b> . <ul style="list-style-type: none"><li>Checked documents submitted by the clients of the company.</li></ul>	<b>Remotely Kyiv, Ukraine</b> Dec. 2020 – Oct. 2023

- Checked submitted KYC, AML, reports, criminal records.
- Organized meetings with colleagues.
- Supported clients and explained how to correctly submit their documents.

## OTHER

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**Languages:** English (fluent), Russian (fluent), Ukrainian (fluent), Greek (business).

Proficient user of Microsoft Office applications: **Word, Outlook, PowerPoint, Cloud CM, Excel.**

Experience in: **HTML, CSS, JavaScript, React, React Native, SASS, Figma, ChakraUI.**

## KEY SKILLS AND COMPETENCIES

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- *Proven ability to manage through others.*
- *Strong decision making and problem-solving skills.*
- *An ability to build rapport and trust quickly with work colleagues.*
- *Able to prioritise tasks and workloads in order of importance.*
- *Track record of delivering results with deadlines.*
- *Able to motivate and lead others in a team environment.*
- *Excellent communication skills, both written and verbal.*

## Programming SKILLS AND COMPETENCIES

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1. **HTML and CSS Proficiency:**
  - Solid understanding of HTML5 and CSS3 (Box model, Flexbox and Grid layout, CSS preprocessors SASS).
2. **JavaScript Mastery:**
  - Strong proficiency in JavaScript, including ES6+ features.
  - Experience with JavaScript libraries and frameworks.
3. **React Expertise:**
  - General understanding in React.js, including functional components and hooks.
  - Ability to create reusable UI components.
  - Understanding of state management using API's.
4. **Figma Design Integration:**
  - Ability to collaborate with designers and integrate Figma designs into web applications.
  - Attention to detail to ensure pixel-perfect implementation.
5. **Responsive Design and Cross-Browser Compatibility:**
  - Skill in building responsive web applications that work seamlessly on various screen sizes and devices.
  - Knowledge of testing and debugging for cross-browser compatibility.
6. **Version Control/Git:**
  - Proficiency in using Git for version control.
  - Familiarity with Git branching and collaborative development workflows.
7. **Basic React Native Knowledge:**
  - Understanding of React Native fundamentals.
  - Ability to leverage React Native for mobile app development is a plus.
8. **UI/UX Understanding:**
  - A good understanding of user experience (UX) principles.
  - Ability to implement designs that enhance user interaction and engagement.