Mr. Stepan Panko

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EDUCATION

Taras Shevchenko National University of Kyiv **Kyiv, Ukraine**
Bachelor's degree *Sep. 2018- Jun. 2022*
Relevant Modules: International Economics, Marketing, Management, Advanced Mathematics, Statistics, Investment.

St Lawrence College (Primary Education) **Athens, Greece**
Sep. 2005 – Jun. 2012

Public School #88 (Secondary Education) **Kyiv, Ukraine**
Sep. 2012 – Jun. 2018

WORK EXPERIENCE

Piraeus Bank **Kyiv, Ukraine**
Internship – Department of Large Corporate Clients *Jun. 2019 – Sep. 2019*
- Conducted detailed analysis of new clients applying for bank services.
- Produced reports for risk department and senior management regarding client credit and legal status in Ukraine.
- Analysed company Financial Statements and entered them into the banks database.
- Analysed companies place in the market and where the market is going.
- Prepared analytics of future market growth or fall.

Worked half of the internship at the strategic management department whilst working at the Large Corporate Department.
- Conducted fieldwork to gather primary information for strategic management department.
- Analysed competitors to have a better view of our place in the market.
- Conducted strategic plans to help the banks growth.

E-papers GR **Remotely Kyiv, Ukraine**
Fulltime employee – Team leader *Sep. 2019 – Dec. 2020*
- Held monthly team building meeting to increase each colleague's efficiency and resolve problems with clients.
- Conducted offers for clients, created templates for team to use.
- Conducted accounting reports, sent invoices of payments.
- Mentoring and training up junior and new staff.
- Conducted weekly reports of team's efficiency and progress on each project an assignment.
- Submitted staffs excels with payments from clients for accountant of the company.
- Supported writers and clients with information regarding their assignments, held online meeting with clients and colleagues.
- Provided prompt and accurate information on staff performance.
- Was involved in the recruitment of new staff.
- Track record of delivering results with deadlines.

SIGTAX AG **Remotely Kyiv, Ukraine**

Fulltime employee – Corporate Department *Dec. 2020 – Oct. 2023*
- Conducted templates for client's requests.
- Provided clients with information regarding company formation for any type of company in Switzerland, Ireland, Lichtenstein, Luxembourg, Cyprus.
- Provided information to clients regarding residence/ work permits in Switzerland, Ireland, Lichtenstein, Luxembourg, Cyprus.
- Opened companies for clients, assisted with opening bank accounts and legal documentations.
- Conducted reports for the head of the department.
- Worked on projects with legal department team to ensure Cloud database had all information for each separate company updated.
- Ensuring all administrative and IT records are entered and updated correctly.
- Introduced new staff to the company and training them.
- Updated invoice statuses and assisted accountants with their projects.

Worked for 3 months at **Global unit pay** as a project from **SIGTAX**.
- Checked documents submitted by the clients of the company.
- Checked submitted KYC, AML, reports, criminal records.
- Organized meetings with colleagues.
- Supported clients and explained how to correctly submit their documents.

OTHER

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, Node.JS, Tailwind CSS, Figma, ChakraUI.**

KEY SKILLS AND COMPETENCIES

- *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

1. ***HTML and CSS Proficiency:***
   - *Solid understanding of HTML5 and CSS3 (Box model, Flexbox and Grid layout, Tailwind CSS).*
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.*