**Personal Details - Summary**

Full Name: Eirini Mastrokosta

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**Education**

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| --- | --- |
| September 2019 –  Today | **BSc in Business Administration**  National and Kapodistrian University of Athens, Greece |
|  | * BSc – overall grade:6,98 * Key Modules: Financial Management, Accounting for Finance, Corporate Accounting, Software Development, Capital Markets |
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**Related Work Experience**

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| June 2020 –  August 2020  February 2022 -Today | **Internship, Afoi Ch. Mastrokosta A.T.E., GR**   * Allocated accounting files * Re-organized all company’s invoices per year / per project, minimizing by 50% the time needed for someone to find every invoice. * Accounting lab – Department of Business Administration NKUA, position: research assistant – external partner   -data collection  -elaboration of educational material (assisted in the creation of module guides) |

**Memberships and Awards**

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| ­ | * Erasmus + Scholarship Holder, 2021-2022 |

**Skills**

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| IT | * Microsoft Office (Excel, Word, PowerPoint) | |
| Languages | * English – Fluent, Greek – Native * Basic knowledge of Python | |
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**Seminars/Events**

12 March 2021 Google Seminar ‘’The Creation and Design of a Webpage’’

Udemy Course ‘’Python for Finance: Investment Fundamentals and Data Analytics’’

**Interests**

* Competitive swimmer for 4 years, member of ‘Oceanos’ Team, GR
* Amateur horse riding, 1 year