

# Dimitris Sotirchos

## Department of Business Administration

Skilled in tackling problems in unique ways to develop solutions. Team-oriented and hardworking with good verbal and written communication skills.

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📍 Polydendri , Attica, Greece, Greece

## EDUCATION

### Graduate

Highschool of Kapandriti

09/2007 - 07/2012

### Graduate in Business Administration

Univeristy Of Piraeus

09/2013 - 09/2019

Piraeus

## WORK EXPERIENCE

### Accounting Assistant

Tax Break

02/2021 - 01/2022

Athens , Greece

Achievements/Tasks

- Control and registration of documents, receipts, payments, invoices, and account records
- Agreement with customers and suppliers for unpaid invoices
- VAT calculation in cooperation with the Accountant

Contact : Georgios Vlachos

### Waiter

Skalwma, Greek seaside fish-tavern

05/2021 - 09/2021

Varnavas, Attica

Achievements/Tasks

- Menu presentation and detailed information on request
- Informing customers about the dishes of the day
- Setting up tables and keeping the restaurant hall tidy
- Receipts delivery and payment collection
- Providing excellent customer service

### Receptionist

Athens Hawks hostel

04/2019 - 08/2019

Athens , Greece

Achievements/Tasks

- Assist visitors, directing them to appropriate personnel, and answered numerous calls and emails daily.
- Arranging transportation and tours for the customers of the hostel.
- Taking payment from guests in the form of cash or credit cards.
- Dealing with late arrivals and assisting with early check-outs.
- Being the main point of contact for guests should they have any queries.
- Management and organization of the reservations.

Contact : Theodwros Papathanasiou (Manager of the hostel)

## SKILLS

Disciplined

Self-motivated

Goal-Oriented

Teamwork

Learn easily

Work well under pressure

## ORGANIZATIONS

Cultural Association of Polydendri Attica  
(02/2014 - Present)

Vice President for three consecutive terms

Black Eagle FC Polydendri (01/2000 - Present)

Player in the local team for 21 consecutive years

## CERTIFICATES

GOETHE-ZERTIFIKAT A1 (06/2008)

Certificate of English Proficiency (12/2014)

Certificate of ECDL (11/2016)

CAREER4SEA (12/2018)

Google Digital Workshop (Basic principles of digital marketing) (02/2022)

## LANGUAGES

Greek

Native or Bilingual Proficiency

English

Full Professional Proficiency

German

Limited Working Proficiency

Russian

Limited Working Proficiency

## INTERESTS

volunteering

football player

greek traditional dancer

amateur acting

hiking