

ELENA KITA

PERSONAL DETAILS

Address: Glafkou Kliridi 48A, Oroklini, Larnaca

Mobile: 96021649

E-Mail: elenakita2@hotmail.com

Nationality: Greek

Date of birth: 2 October 1991

WORK EXPERIENCE

June 2019 – until today

- **PA & HR Administrator**, FFH Farmer's Fresh & Healthy Products Ltd

April 2017–May 2019

- **Ground attendant**,LGS Handling L.T.D, Larnaca International Airport
"Glafkos Clerides"

September 2015–June 2016

- **Child caregiver**,in"Anatolia College, Thessaloniki"

December 2014 - March 2015

- **Front desk and customer service in the Albanian Consulate of Thessaloniki**,during my internship

March 2012–February 2013

- **Assistant during a research for the East and Northeast Europe which took place in Thessaloniki**,sponsored by the University of Macedonia

September 2009–February 2010

- **Secretary in the cosmetics company«Dr.Temt»**,Thessaloniki

EDUCATION

October 2020 – September 2021 – Larnaca College

MBA Human Resource Management

MBA Public Administration

2018-2019 - Center of Seminars Athens (Distance Learning Courses)

Organization & office management – Secretary Management Assistant

2009–2014 – University of Macedonia

School of Social Sciences, Humanities and Arts

Degree in Balkan, Slavic and Oriental Studies

Orientation : Politics & International Relations

2014 – Istanbul Universitesi Dil Merkezi

Learning and practicing Turkish language (June-August)

ADDITIONAL SKILLS

SOFTWARE:

- Highly competent user of Microsoft Office (Word, Excel, PowerPoint, Outlook).
Knowledge of airline systems :**ALTEA, LIAISON, EASY JET & SABRE**
Knowledge of HR system :**3DePocket–Payroll Software**
Knowledge of Accounting System: **Dynamics 365 Business Central (Navision)**

LANGUAGES:

- **English:** Fluent (Degree of TOEFL)–Through my career I have used English in all business circumstances and was also mandatory in some courses at my postgraduate studies.
- **Turkish:** Good knowledge - Through my three months stay in Istanbul, I had to use Turkish not only during my studies in Istanbul Universitesi Dil Merkezi, but also in my everyday life.
- **Arabic:** Basic knowledge

SEMINARS AND PROFESSIONAL TITLES

- **September 2010**

Participation in meetings related to What is a Minority? Should Minorities Have Special Rights? It took place in American college of Thessaloniki.

- **June 2014**

Participation in meetings related to Cr-isis in the Middle East'

- **October 2019**

All About HR – CCCI

- **November 2019**

Office Organization in the Digital Age - CCCI

- **June 2021**

Introduction to Labour Law – CCCI

- **July 2022**

Introduction to Occupational Health & Safety – TUV Austria- Cyprus

- **September 2022**

Developing Contemporary and effective personal assistant skills – Conicon

- **March 2023**

Time management: Organize and Prioritize to increase your productivity – Dale Carnegie

- **November 2023**

A Holistic approach to Culture and Governance of Family Businesses for driving continuous success (Legacy)

INTERESTS AND ACTIVITIES

- Sport activities such as Pilates reformer
- Traveling.

REFERENCES

Available on request.

Owner of driving license and a car.

