

MATTHAIOY-LIVA EFTHYMIA

CONTACT INFORMATION

Location: Peristeri, 12136, Athens, Greece

Email: efimatthaiou@outlook.com, **Linkedin:** Effie Matthaiou

Mob: 6987318530

Birth: 14/03/1996

PROFILE

A conscientious analytical thinker and passionate problem solver who has the ability to gather and interpret data and generate innovative ideas to overcome challenges. My future goal is constant development, education and training both personally and professionally and my motivation is to help organizations achieve their objectives by working with the business to deliver great solutions to complex challenges. Personality eager to learn, agile and cooperative with entrepreneurial mindset who can effortlessly fit into any well-established business, team and environment.

EDUCATION

- ***MSc in Applied Economics of Administration, Panteion University, Athens, Greece (Grade: 8.01/10), 2020-2022.***
School of Local and Regional Development.
Relevant subjects:
Applied Econometrics for Finance (EViews), Applied Research Methods (SPSS),
Corporate Social Responsibility, Psychomanagement, Applied Macroeconomics Methods.
- ***BSc in Financial and Banking Management, University of Piraeus, Piraeus, Greece (Grade: 7.54/10), 2014 – 2018.***
School of Finance and Statistics.
Research project:
Strategic Analysis of Hellenic Petroleum Company using **Swot analysis** and diagrams for its progress. Presentation in front of an audience of 200 people
Fourth year grade: 9.1/10, Completed with distinction and scholarship on August 2018.
Relevant subjects:
Financial Derivatives and Hedging Strategies,
Advanced Portfolio Management, Risk Management of Financial Institutions, International

Financial Markets, Mathematics, Statistics, Econometrics, Investment Banking, Asset Pricing, Stochastic Method in Finance

PROFESSIONAL EXPERIENCE

06/2023-PRESENT, Financial Analyst,
OTE Group of Companies (HTO) (full time)

- Member of the Functional Controlling Fixed and Mobile team
- Participate in the monthly reporting of Functional Costs gathering, analyzing, comparing and presenting data
- Participate in the budgeting (2/year) and forecasting cycles (4 years plan) of the company
- Provide in depth analysis, take part in various projects and support business cases modeling.
- Help create business metrics including KPIs.

05/2021-05/2023, Financial Analyst,
Faisgroup of Companies (full time)

- Group consisting of 42 companies (wholesale, retail, real estate, cars, energy)
- Provide monthly financial statements (P&L, Cash Flow)
- Preparation of budget and forecasts
- Evaluate and compare actual and budget results (Actual vs Budget)
- Provide regular and ad hoc analysis and financial reports
- Coordinate internal approvals and prepare bank payments
- Credit control & cash flow management

09/2020 – 05/2021, Human Resources Assistant,
My Services Supporting Solutions S.A. (full-time)

- Own the full operation employment lifecycle from recruitment and selection to onboarding and offboarding, organizational and space planning
- Collecting and screening CVs, Interviews and evaluation
- Handle employee requests
- Publishing job ads, scheduling phone and on-site interviews

- Work closely with the HR Manager in order to improve work relationships, build morale and increase productivity and employee retention.
- Plan, schedule and coordinate recruiting activities based on the current and future needs.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy

2012-2021, Hospitality and Tourism Industry,

Waitress, Welcome Hostess, Promoter, Bartender

- Working 10 years in Hospitality and Tourism Industry in Athens and greek islands during my studying years.

HONORS & AWARDS

Scholarship for graduating 6th of the class of 2018 at University of Piraeus and for passing all courses with overall grade over 9/10, in 2018.

SKILLS

- Microsoft Office –ECDL Certification (Word, Excel, PowerPoint, Internet, Access)
- ERP Systems, Entersoft, SAP
- EViews
- IBM SPSS
- Time management, problem solver, communication, creativity, leadership, self-motivated, well-organized, attention to details, teamwork, quick learner

PARTICIPATIONS SEMINARS & VOLUNTEERING

- Certificate of attendance of the 20th Investment & Financial Congress, 2days in 2 parts with subjects:
 - A) Corporate Governance & ESG: its implementation in the Listed Companies
 - B) Hellenic Stock Exchange: The growth lever of the Greek Economy
- Certificate of attendance of the 11th Annual Capital Link Sustainability Forum with subject 'Social and Economic Transformation-Sustainable Development after Covid-19, The Recovery Fund, 'Green' Development and Digital Transformation. 2days, 14hrs

- Active member of the Hellenic Investors Association (www.sed.gr), Athens, 2014-2022. Attendance the shareholders' General Meetings of the Greek Stock Market's Companies, Program of the Hellenic Investors Association 2014-2022.
- Monetary Union, Financial Crisis and Projected Policies, Seminar of University of Piraeus, 2015
- Volunteering in the 15th Congress of the Hellenic Investors Association being in the front desk, giving information about the actions of the Association during the year, welcoming the executives and supervising the event, **Athens**.

LANGUAGES

- English (fluent/ Michigan Proficiency, ESB Proficiency)
- German (fluent/ B2 Zertifikat)
- Greek (native)

INTERESTS

- Cheerleader in the Basketball dance team of Panathinaikos for 3 years, 2015-2017
- Cheerleader in the Basketball dance team of Olympiakos, 2018-22
- 10 years gymnastics, dance, knowledge games, travelling, reading