



# ELEFThERIOS PARIS ADAMIS

OPERATIONS DEPARTMENT & DPA INTERN | MSC ACCOUNTING & AUDITING

## INTRODUCTION

I am a passionate individual with excellent behaviour and consistency of professional duties. I am looking forward to meeting experienced people oriented in accounting, auditing and shipping areas. My eagerness to gain more skills and experience are blatant and my priority

## PROFESSIONAL SKILLS

- Sales and Communication
- ISM code
- Diving
- Cargo claims
- Customer Relationship Management

## PERSONAL TRAITS

- Hardworking
- Ambitious
- Honest
- Detail Oriented
- Fast Learner

## LANGUAGES

- Greek: Native
- English: Fluent (ECPE)
- German: Basic

## MY INTERESTS

- Sports addicted
- PADI (scuba diving)
- Swimming & running
- Travelling and walking

## SOCIAL

- <https://www.linkedin.com/in/eleftherios-paris-adamis-645ab7153/>

## CONTACT DETAILS

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- Email: [elefadamis@gmail.com](mailto:elefadamis@gmail.com)
- Address: Mithridatou 36-38, Pagrati, Athens

## PROFESSIONAL EXPERIENCE

### OPERATIONS DEPARTMENT & DPA INTERN

*Nearchos Shipmanagement CO Athens, Greece | February 2020 - August 2020*

- Laytime calculations (Dry bulk carrier)
- Acknowledging ISM Code (SMS, SMC)
- Accounting, documentation and taxation policies depending on company's balance sheet
- Basic principals for cargo claims and chartering

### SPORT ADVISOR, RESPONSIBLE OF THE RUNNING DEPARTMENT

*Decathlon, Surrey Quays, London | December 2017 - February 2018*

- Customers management and communication for achieving sales goals
- Efficient informing and consulting consumers on running products

### BARISTA

*Starbucks Oxford Street, London | December 2017 - January 2018*

- Responsible for quality and swift customer service
- Support productivity under demanding customer environment

### WAREHOUSE ASSISTANT

*Olive Oil & Oregano, Westfield Stratford City, London | February 2018 - June 2018*

- Organizing the daily supply from the storehouse to the kitchen
- Responsible for the health procedures and conditions of the store

### QUOTATION & CREW INTERN

*Diaplous Maritime Services Limited, Piraeus, Greece | June 2013 - October 2013*

- Daily communication with the armed guards on board
- Preparation of the Quotations
- Management and documentation for crew payslips
- Handling post and packaging of real time documents

## ACADEMIC BACKGROUND

### MASTER OF SCIENCE (MSC), ACCOUNTING & AUDITING

*University of Piraeus, Athens | September 2018 - September 2020*

### BACHELOR OF SCIENCE (BSC), SHIPPING, TRADE & TRANSPORT

*University of the Aegean, Greece | September 2011 - September 2016*

- Final Thesis: "The effect to the Greek Companies listed to Athens Exchange Group (ATHEX Group)"

## CERTIFICATIONS

- "Lean Six Sigma Green Belt", DOOR TRAINING | September 2017 - October 2017
- "Facebook Marketing", INVELOP SKILLS | Oct 2017
- "Word Press", INVELOP SKILLS | November 2017
- ECDL core certificate | May 2016

## GENERAL EXPERIENCE

- Mandatory military services completed | Nov 2016 - Aug 2017
- Several student jobs as waiter & private tutor for diving certification | Nov 2011 - Nov 2016