



PANAGIOTIS PAPASIMAKOPOULOS

SALES AGENT

PROFILE

Name Panagiotis Papasimakopoulos
 Birthday 28 July 1983.
 Relationship Married
 Nationality Greek

CONTACT

Address Šilerova, 11080 Zemun
 Belgrade, Serbia
 Phone +30 69 37 31 35 28
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LANGUAGES

Greek ██████████
 English ██████████
 Serbian* ██████████
**and going up!*

SKILLS

Management ██████████
 Administration ██████████
 Research ██████████
 Sales ██████████
 CRM ██████████
 Recruiting ██████████

WORK EXPERIENCE

- **Sales Agent for Greek market**
 Special Hospital Dr Vorobjev (06.2018.-06.2021.)
 I presented the best treatment options to patients and organized the details of their arrival to the clinic. Additionally, I also translated documents from English into Greek language whenever necessary, including content for the company website and promotional ads.
- **Sales Agent for Greek market**
 Tourist Agency Schizas Tours (09.2013.-06.2018.)
 I provided potential clients with accommodation and travel tips, made it easier for them to book tickets and worked on the creation of company brochures.
- **Registry officer**
 MUNICIPALITY OF AEGEON (02.2013.-08.2013.)
 I issued birth, family and residence certificates and took care of the secretarial support of the municipal register in the municipality.
- **Secretary**
 Town planning, Aigio (08.2010.-05.2012.)
 I provided secretary services, as well as preceded building permits for clients on the government page. My job was to make sure that all of the existing protocols are followed.
- **Revenue Department-Fund**
 MUNICIPALITY OF ERINEU ACHAIAS (06.2009.-06.2010.)
 My duties included processing of the employees' payrolls, and making payment of municipal bills.
- **Accountancy, Protocol, Mayor's Secretariat**
 MUNICIPALITY OF ERINEU ACHAIAS (11.2007.-04.2009.)
 I worked as a secretary of the mayor, applied to European programs for project grants, and followed the established municipal protocol rules.

EDUCATION

- **International Master Business Administration**
 University Marconi, Rome, Italy (2019-2021)
 Dissertation on human resource management.
- **Faculty of Administration and Economics**
 University Atei, Kalamata, Greece (2001 – 2006)
 Specialization in local government.
- **B2 English certificate (Greece)**
 Ministry of Education and Religious Affairs, Greece (2005.)

REFERENCES

- **Živka Rangelov**
 Director of Sales
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 E : zivka.jovanovic@gmail.com
- **Panos Schizas**
 Schizas Tours
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