

## PERSONAL INFORMATION

## Alexis Panagiotis Geneopoulos



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Sex Male | Date of birth 11/2/1990 | Nationality Greek / German

## WORK EXPERIENCE

1/3/2021-NOW

## Trainee in the Education Department

AHK Hellenic-German Chamber of Industry and Commerce

- Translation
- Managing Social Media and Website
- Organizing Events and Exhibitions

1/8/2020-10/11/2020

## Junior Compliance Officer

JFD Group Cyprus, JFD Bank (Germany)

- Client-broker phone conversation checking, reporting and translating.
- Translating legal documents : English – German - Greek
- Compliance control in transactions, marketing and sales ,
- in accordance to the regulations of CySEC and BaFin.

**13/1/2020-14/6/2020** Project assistant EY advisory service line

Ernst & young Cyprus & Alpha Bank Cyprus, Nicosia (Cyprus)

- Data entry, Data cleansing,
- Providing training
- Reviewing evaluation reports, reporting errors
- Collateral IC analysis/ mortgaged properties
- Managing bank memo, waivers of properties
- Analyzing properties
- Daily communication with the departments of wholesale recoveries

**5/3/2013-10/1015**

Sales Assistant and Property consultant Gregory

Ntaskas, Open Real Estate ltd

- Presenting properties
- Online advertising and website managing
- Inter-estate collaborations
- Assisting in sale procedures
- Assistance providing for EU residency permits to non- EU citizens

EDUCATION AND TRAINING

2016-2020 Business Administration

Open University of Cyprus

Replace with EQF (or other) level if relevant

PERSONAL SKILLS

Mother tongue(s) Greek / German

English	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	C1	C1	C1	C1	C1

Replace with name of language certificate. Enter level if known.

Italian	A1	A1	A1	A1	A1
Replace with name of language certificate. Enter level if known.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

Communication skills

- Good verbal and nonverbal communicationskills
- Cross-cultural communication skills
- Open-mindedness and friendliness
- Listening and respect
- Confidence and empathy
- Giving and receivingfeedback

Organisational / managerial skills

- Teamwork
- Working with data anddocumentation
- Responsibility for office materials andequipment
- Time management (creating and keepingdeadlines)
- Making schedules
- Coordinating and executing events

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

- Understanding of advanced office applications including MS Office (Word, Excel, PowerPoint, Outlook)
- Social media content and advertisement creating
- Independent user of Adobe Photoshop and Adobe Premiere.
- Social Media management

Driving licence B, A2

ADDITIONAL INFORMATION

- Seminars
- Mega digital Marketing course by Udemi
- References
- Open real estate

[EY Confirmation](#)

[Open Real Estate recommendation](#)

