GEORGIOS SYRIGOS

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Video CV and Professional Profile: https://cifa.ac/cifa-resume/1cf2413c-59ea-454f-9ffd-a22b5c8c70ad

Experienced in business administration and management. Skilled in Microsoft Word, Powerpoint, Excel, Communications, IT Project management, Market Research, and English. Strong operations professional, with a Bachelor of Business Administration - BBA focused in Business Administration and Management from University of Piraeus.

SKILLS

Hard Skills:

Soft Skills:

WORK EXPERIENCE

01/04/2022 - 01/09/2022
IT Project Manager [Eurobank Financial Services (Central Offices), Athens, Greece]
• Led short regulatory projects under the IT Infrastructure Group. • Undertook responsibilities of Portfolio Management and prioritisation of the Group IT roadmap. Responsible for the maintenance of the Group IT roadmap by replanning monthly activities. • Responsible for monitoring the budget consumption of the Group IT Operations and monthly review with the senior management team. Crafting C level cost analysis presentations

01/03/2021 - 01/03/2022
Airman [Hellenic Office of Airforce Chief of Staff (The Pentagon- Hellenic Ministry of Defence), Athens, Greece]
• Assistant and representative of the Hellenic Airforce Chief's Press Office. Coordinator of meetings between the Chief of Airforce and his staff. • Trained four of the new office's members in how to create reports and use the Hellenic Airforce's website. • Scheduled monthly working dates and hours for the office's staff. • Daily briefing of the Airforce's Chief of Staff for the Defensive actions of the Hellenic and foreign governments. • Keeping updated the Hellenic Airforce's website about future events and the community work.

03/06/2019 - 30/09/2019
Manager [Ifestia Hotel, Santorini, Greece (Local Hospitality Services)]
• Creator of the E-commerce entity of the business for reservations and digital Customer Service inquiries. The project's outcome was the increase of new clients by 40% due to the creation of a new website and 35% increase in revenues by introducing new pricing strategies. • Implementation of ESG projects to improve the hotel's rating from 2 stars to 3 stars by providing customer-oriented strategies and by renovating the public areas and creating Eco-Friendly rooms and Services. • Improved productivity by 30% by digitalising the communication of the hotel's staff with the introduction of tablets in the workplace.

01/06/2018 - 30/09/2018
Ifestia Hotel, Santorini, Greece (Local Hospitality Services) [Hotel Receptionist and front desk]
• Front desk officer's duties. • Receiving and handling inbound Customer Service inquiries. Taking ownership and resolving customer queries. • Providing necessary information about the hotel and the island to the customers.

EDUCATION

Bayes Business School (formerly Cass), London, UK -- MSc Management (12/09/2022 - 11/09/2023)

A vigorous a MSc in Management with a high Financial correlation.

University of Piraeus Athens Greece -- BSc Business Administration (12/09/2016 - 12/07/2021)

A hard-core BSc in Business Administration bachelors with 52 different subjects in all business areas. Focused on Management, Finance, Accounting and Risk Management. Minimum mandatory years: 4

CERTIFICATES

01/07/2022 - 31/08/2022
Financial Markets Yale University
An International Finance certificate from Yale University.

01/06/2022 - 18/07/2022
Google Project Management Specialisation
A PM oriented Specialisation by Google to learn the theory of how to monitor and run Big Projects.