

ELENA NICOLAOU

Summary

A highly motivated, confident individual with exceptional multi-tasking and organisational skills. Able to demonstrate confidentiality, discretion, and professionalism when dealing with Directors and/or Senior Managers. Possessing a proven ability to help Managers to make the best use of their time by dealing with their secretarial and administrative tasks.

Personal Information

Tel. Number:

99 517444

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Address:

Ayios Athanasios, Limassol

D.O.B:

April 1967

Nationality:

British

Cypriot

Marital Status:

Married

Skill Highlights

- Excellent Organisational and administrative skills.
- Excellent ability to work under minimal supervision and prioritise work.
- Excellent with computers, phones and office equipment.
- Stay focused on what needs to be done; never lose sight of the end goal.
- An excellent level of attention to detail.
- Trustworthiness and ability to handle financial matters.
- Handling personal, sensitive and confidential information with discretion.
- Set up of new offices for their operation

Languages

English

Spoken-C2

Written-C2

Reading-C2

Greek

Spoken-C2

Written- A1/A2

Reading-B2

Education

– **September 1983 – June 1984**
Southgate Technical College, U.K.

B.E.C. General Diploma in Business Studies
(Business Education Council)

– **September 1979 – June 1983**
Minchenden Lower and Upper School, U.K.

Work Experience

Shipping Company

Made redundant (due to Covid)

July 2010 - April 2020

**I held multi-roles during my 10 years with the Company*

PA to Managing Director / Head of Finance (2012-2020)

Booking flights/hotels for Management when travelling abroad for meetings and attending conferences.

Carry out duties and requests assigned by Management.

Filing of all confidential contracts with clients local and abroad and monitoring expiries.

Local Suppliers contracts - renewals, issuing, filing.

Finalising hotel agreements abroad and locally.

Coordinate with local suppliers for new orders/services.

Organise office christmas parties and activities.

Arranging set up and access cards for new employees. Setup new employee in HR software.

Online submission of vacancies in the office.

Submission/monitoring applications for Government programmes for new employees.

Submission/monitoring applications for all sick/maternity benefits.

Handling Company's Petty Cash. Completing Government Statistics questionnaires quarterly and yearly.

From 2012-2018 I also assisted the ISO Manager with creation/amending of all ISO documents, updating of ISO Manual as changes arised, interal auditing. After that period i was dedicated to my position of PA to the Managing Director.

Administrative Assistant to the Accounts Manager (2010-2012)

Updating existing crew and entering new crew's bank details in HR system for end of month payroll of crewmembers on vessels.

Preparation of monthly lists payable for all travel invoices and all payments via online banking.

Invoicing of monthly management fees to vessels and any additional invoices requested during the month.

Bank reconciliations.

Checking calculations and currency conversions of crew's travel expenses when signing on/off vessels.

Responsibility of ordering stationery supplies.

Altron Systems Cyprus Ltd

April 2008 - December 2009

Company Closed

Office Manager

A newly established company which I undertook the task to set up the Office for its operations.

Dealing with incoming emails, faxes and post.

Communication with local and international suppliers.

Preparing invoices, handling payables/ Receivables with local and international suppliers.

Daily reporting to CFO in Head Office.

Ordering Stationery & Office Supplies.

Madom Holding Ltd
Sept. 2003 – March 2008

Executive Secretary

Dealing with incoming emails, faxes and post
Registration & Filing of necessary correspondence. Handling all payables and receivables. Preparing invoices.
Monitoring all Incoming/Outgoing payments and executing all payments via fax and online banking.
Reservations of Flights & Hotels for Business Trips & Conferences Abroad.
Necessary arrangements for advertising in publications abroad. Holding Charts of Platt's quotations. Ordering Stationery & Office Supplies

Limmoil Trading Co. Ltd
Member of Transbunker Group
March 2001 – July 2003

Executive Secretary

Dealing with incoming emails, faxes and post. Dispatching of Invoices from Accounts Dept. by fax followed by mail.
Registration and Filing of necessary incoming/outgoing correspondence.
Reservations of Flights & Hotels for Business Trips & Conferences Abroad. Holding Charts of Platt's quotations.
Corresponding with Editors abroad (Advertising, Subscriptions and purchase of various publications).
Ordering Stationery & Office Supplies.

M.V. Conelco Ltd
Oct 1991 – March 2001

Secretary / Office Assistant

Preparation and dispatching of faxes & Emails
Filing, ordering stationery
Preparation of export documentation in English (Letter of Credits)
Negotiation of documents through Banks
Preparation of Certificates required through Chamber of commerce and other specified Departments
Preparation of Orders to Suppliers
Handling Commissions, Payables and Receivables independently

References available upon request