

# CURRICULUM VITAE



## **PERSONAL DETAILS**

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*Name* : Marios Stadiotis  
*Date of birth* : 09.05.1982  
*Address* : Arch. Michael 2A, 4006, Ayios Nicolaos, Limassol  
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## **EDUCATION**

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2003-2007 : **Bachelor Degree in Business Administration**  
Frederick University, Cyprus

Major Courses:

- *Human Resource Management*
- *Marketing*
- *Management Accounting*
- *Economics*
- *Business and Maritime Law*
- *Business Finance*
- *Financial Accounting*

**Activities:**

***President of student union of Frederick University, Cyprus 2003-2007***

## **WORK EXPERIENCE**

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### **1. BREEZE GROUP – Public Relations Manager**

*February 2020 – Present*

- Develop public relations strategies for current and existing services, launches, and promotions
- Manage content team to produce relevant, compelling social media updates with links to products or promotions
- Develop and produce high-quality, informative, and interesting press releases, press kits, and related materials
- Maintain excellent relationships with media
- Analyze media coverage; develop responses when needed
- Organize promotional events, press conferences, tours, visits, and exhibitions
- Create and manage PR budgets, deadlines, objectives, and schedules

### **2. EDT MARINE CONSTRUCTION – Accounts Supervisor**

*March 2009 – January 2020*

As part of the Accounts Department, I am responsible for the daily accounting and financial activities of the company.

- Responsible for the accounts payable function
- Preparation of the company's cash flow forecast.
- Responsible for coding purchase invoices, posting them into the accounting system and making payments to suppliers
- Production of management reports from the accounting system, such as statement of accounts, creditors' balances and current outstanding invoices.
- Handling all issues related to bank accounts (reconciliations, bank balances reports, communication with banks and approval for inter-bank transfers to ensure sufficient funds to pay local suppliers)
- Managing the payroll function for the crew and preparation of monthly salaries/payslips
- Performing inter-company transactions and making reconciliations between them
- Internal audit and preparation before the annual external audit
- Vat preparation every trimester
- Prepare and modify a monthly cash flow
- Approves and authorizes bank transfers
- Approves ledger entries by auditing transactions
- Updates job knowledge by participating in educational opportunities
- Member of the committee of the Provident Fund

### **3. AMDOCS – Accounts Payable**

*March 2008 – February 2009 (Accounts Payable)*

I was working as a member of the Accounting Department and I was involved in the daily financial activities of the company:

- Responsible for the accounts payable function
- Handling purchase invoices
- Proceeding with payments to suppliers of many countries of the world.
- Daily communication with company's overseas branches for issues relating to suppliers
- Presentation of weekly analysis and results in the department's meetings
- Assisting other Department for enquiries relating to accounting issues

### **4. COLUMBIA HOTELS / LONDA BEACH HOTEL – Income Auditor**

*March 2006 – February 2008*

As part of the Accounts Department, I was in charge of:

- Perform month end closing and ensure that the trial balance agree with general ledger.
- Audit F&B and all other hotel revenue generated and ensure the accuracy
- Control and reconcile the daily sales in the outlets.
- Book-keeping
- Posting payments, journals and purchase/sales invoices into the accounting system
- Bank reconciliations
- Cash/Credit Cards Reconciliations
- Preparing the Cash Flow
- Other administrative tasks
- Audit for all the departments
- Stock taking every month

## **LANGUAGES**

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- **Greek** - Fluently
- **English** - Excellent

## **ACCOUNTING SYSTEMS EXPERIENCE**

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### **Accounting Software**

- Pegasus Opera
- Microsoft Dynamics (DAX)
- Filsof (German program)
- Theova
- Oracle

### **Windows Software**

- Microsoft XP (Word, Excel, Outlook etc)
- Internet

## **PERSONAL COMPETENCES**

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- Managerial Skills
- Professional attitude and behaviour
- Excellent communication skills
- Organised and methodological
- Able to work under pressure and set priorities
- Effective team worker
- Able to take initiatives and work autonomously