

# DIMITRIOS THEOFILOPOULOS

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Email: [dimitris\\_theofilopoulos@yahoo.gr](mailto:dimitris_theofilopoulos@yahoo.gr),

Date of birth: 17/09/1974

Marital Status: Married

## **PROFESSIONAL EXPERIENCE**

### **January 2007 – Today: EUROBANK (FORMER TT HELLENIC POSTBANK)**

#### **January 2018 – Today: Retail Performance Monitoring Analyst**

- ❖ Performance monitoring of branches , Rms.
- ❖ Design and production of new (regular or Ad-Hoc) reports and presentations for Retail Banking Sector
- ❖ Creation and improvement of automated flows
- ❖ Advise on SBMIS data reliability and actual data collection for various recipients

#### **November 2015 – Today: Data Management Employee**

- ❖ Daily, Weekly and Monthly reporting to SBB and other various Bank Departments
- ❖ Creating SQL queries and automation for new reports

#### **January 2014 – October 2015: G.B.I. & R. Employee**

- ❖ Monthly reporting of Operational Expenses to Bank's Management and various Bank Departments
- ❖ OPEX eliminations
- ❖ Management Accounts & IFRS adjustments

#### **January 2012 – January 2014: M.I.S Employee**

- ❖ Daily, weekly and monthly reporting of Financial Data to various Bank Departments
- ❖ Weekly and monthly preparation and presentation of Bank's financial data to Bank's Management
- ❖ Preparation and presentation of data requested by Supervising Authorities
- ❖ Calculation of budget related items

#### **July 2010 – December 2011: Middle Office Employee**

- ❖ Monitoring of Dealing Room's daily transactions
- ❖ Bond Portfolio monthly valuation
- ❖ GL & Sub ledgers Accounts Reconciliation
- ❖ Accounting mapping/setting-up of new products

#### **January 2007 – July 2010: Accountant at Finance Division**

- ❖ VAT entries monitoring of Stock Portfolio transactions
- ❖ Monitoring of subsidized loans portfolio
- ❖ GL & Sub ledgers Accounts Reconciliation and Transactions entries

### **May 2003 – December 2006: BANK OF CYPRUS, Cyprus Factors**

#### **Administration Clerk**

- ❖ Organization of individual responsibilities in the Receipts department
- ❖ Monitoring of legal aspects of notes receivable
- ❖ Control and preparation of payments to the clients

### **May 2002 – April 2003: OLYMPIC GULF TANKERS CO LTD**

#### **Chief Accountant**

- ❖ Preparation of Company's Financial Statement as per auditors' instructions
- ❖ Setting-up of company's Accounting Plan
- ❖ Reconciliation of accounts' balances
- ❖ Arrangement of payments to agents and suppliers
- ❖ Control of accounting entries and shipping remittances in the bank

### **September 1996 – April 2002: DANAOS SHIPPING CO LTD**

#### **June 2000 – April 2002: Accounting Assistant**

- ❖ General Ledger – various transactions entry
- ❖ Keeping the suppliers, agents and MGA records monitoring and reconciliation
- ❖ Preparation for shipping remittances in the bank

## **November 1998 – May 2000: Military Service**

### **September 1996 – August 1998: Operations Assistant**

- ❖ Hire Statements follow-up. Disbursements accounts and expenses control
- ❖ Follow-up of claims made to Charterers and Insurance claims
- ❖ Monitoring of vessels' safe operations

## **EDUCATION QUALIFICATIONS**

<b>2006-2010</b>	<b>Hellenic Open University</b> <b>Master in Business Administration</b> (Degree: 7,78/10)
<b>1992-2001</b>	<b>University of Piraeus</b> <b>Bachelor in Maritime Studies</b> (Degree: 7,38/10)
<b>2005-2015</b>	<b>Hellenic Open University</b> <b>Bachelor in Natural Sciences</b> (Degree: 7,21/10)

## **SEMINARS**

- 2017: Itec Consulting: "Project Management Basics Workshop"
- 2017: Itec (Microsoft Partner) : "20761 - Querying Data with Transact SQL"
- 2012: Future Business School: "Access 2007"
- 2011: PwC: "Financial Evaluation Techniques"
- 2007: Grant Thornton: "International Financial Reporting Standards – (IFRS)"

## **IT SKILLS**

- Operating Systems: Windows 95/98/2000/Me/XP/Vista
- SQL based Software packages: Access, Profile Datawarehouse
- MS-Office Software Packages: Excel, Word, Outlook Express.
- SQL, BTS Vision, Bloomberg, Intracom Profit, ERP, Eurofasma, .

## **LANGUAGES**

- Greek: Native speaker
- English: Excellent, University of Cambridge, Certificate of Proficiency in English
- Spanish: Excellent, Univesidad de Salamanca, Diploma Superior de Espanol

## **OTHER SKILLS**

- European Foundation Certificate in Banking, Hellenic Bank Association
- Accountant Licence 2<sup>nd</sup> Degree, Economic Chamber of Greece

## **PERSONAL SKILLS**

- Excellent organizational and communication skills
- Analytical, critical and creative thinking and activity
- Committed to achieving results to predetermined goals through the safest, most valid and most efficient procedure
- Reliable and Able to multitask
- Fast Learner and Adaptive to Change
- Ability to work under pressure
- Honest and Trustworthy

## **REFERENCES**

Available upon request