



ANDRONIKI NIOTI

Date of birth: 02/05/1979

Nationality: Greek

CONTACT

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europass

WORK EXPERIENCE

13/06/2022 – CURRENT Perama Piraeus, Greece

SALES ORDERS AND TECHNICAL SERVICES COORDINATOR ER MA FIRST ESK Enginnering Solution S.A.

- Responsible for preparation of Quotations
- In charge of order taking
- In charge of Sales Orders and order processing
- Creation of all Sales Orders (SO's)
- Processing of orders for spares, consumables, services,
- Responsible for subcontractors' invoice handling
- Responsible for S/E expenses and EE handling
- Triangular order processing
- Credit notes - Agent commission - Owner Benefit / Cash rebate
- Handling of pre-shipment and post-shipment activities
- In cooperation with production, warehouse, and customers in order to coordinate dispatches.
- Coordination of all attendances such as 3D scanning, installation supervision, commissioning, troubleshooting attendances, annual maintenance, water sampling attendances/ training attendances.

03/06/2020 – 09/06/2022 Athens, Greece

MARINE SALES COORDINATOR J. Kassimatis S.A

- Responsible for coordinating sales activities within the marine fuel sector, ensuring timely and efficient delivery of fuel products to maritime customers.
- Assist the sales team in generating new business and maintaining relationships with existing customers in the marine fuel industry.
- Coordinate the ordering, scheduling, and delivery of marine fuel products, ensuring customer specifications are met and deadlines are adhered to.
- Serve as the primary point of contact for marine fuel customers, addressing inquiries, resolving issues, and providing technical support as needed.
- Work with shipping and logistics teams to ensure the timely delivery of fuel to marine vessels at ports.
- Maintain accurate records of sales, inventory, delivery schedules, and customer interactions. Provide regular updates and reports to management.

30/03/2016 – 27/03/2020 Athens, Greece

CLAIMS OFFICER Q Rep S.A

- Ensure that all claims are processed in compliance with relevant laws, regulations, and company policies.
- Maintain accurate and up-to-date records of all claims, including claim forms, investigation reports, and correspondence with claimants.
- Prepare and maintain documentation required for audits or regulatory inspections.

12/09/2013 – 20/02/2016 Trikala, Greece

ADMINISTRATIVE ASSISTANT Insurance Agency

Administrative and office support for supervisors. Answering telephone calls, receiving and directing visitors, ordering office supplies, maintaining the office facilities running smoothly, and ensuring that equipment and appliances work properly.

11/11/2004 – 31/05/2010 Larisa, Greece

PHYSICAL EDUCATION TEACHER Technological institute

05/05/2006 – 31/07/2008 Trikala, Greece

PHYSICAL EDUCATION TEACHER Military School

training students (10hours/week)

04/05/2006 – 30/07/2008 Trikala

PHYSICAL EDUCATION TEACHER Institute for disabled people

Prepare lesson plans and materials, monitor the students' progress, assist individually when necessary, and evaluate the students' knowledge and performance on the subject of physical education through practical, usually physical, tests and examinations.

02/10/2005 – 29/06/2013 Trikala, Greece

PHYSICAL EDUCATION TEACHER Vocational Institute

30/06/2004 – 29/09/2004 Athens, Greece

TEAM LEADER SPECTATOR SERVICES Olympic Games

EDUCATION AND TRAINING

22/02/2024 – CURRENT Athens, Greece

Master in Artificial Intelligence and Deep Learning University of West Attica

05/03/2020 – 20/03/2022 Athens, Greece

Master in New Technologies in Shipping and Transport-Operations Management in Shipping and Supply Chain University of West Attica

28/10/2019 – 30/03/2020 Greece

ADVANCED MANAGEMENT FOR SENIOR EXECUTIVES National and Kapodistrian University of Athens

08/10/2006 – 01/07/2007 Athens, Greece

SPORT MANAGEMENT National and Kapodistrian University of Athens

29/09/1999 – 24/06/2003 Trikala, Greece

PHYSICAL EDUCATION TEACHER Department of physical education and sport science

LANGUAGE SKILLS

MOTHER TONGUE(S): Greek

Other language(s):

English

Listening C1

Spoken production C1

Reading C1

Spoken interaction C1

Writing C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Microsoft Office | Microsoft Powerpoint | Outlook

OTHER SKILLS

08/07/2006 – 21/07/2006

NEW METHODS ON VOCATIONAL EDUCATION

Leonardo da Vinci program ,London

21/12/2007

ECDL(European Computer Driving Licence)

Bank of Greece,Athens

09/06/2016

CERTIFICATE OF INSURANCE INTERMEDIARY LEVEL A

FIFA Assistant Referee 2013-2018

Assistant referee Football League 2 2008-2010

Assistant referee Football League 2010-2017

Other skills

International Educational Business Center

Essential Management Skills

International Business

Marketing and Communications

Human Resource Management

Business Strategy and Operations

Finance and Accounting

09/03/2020

MINI MBA