

EFTHYMIA POUMPOURIDOU

INFO

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WORK EXPERIENCE

Adaptit
HR Generalist

Sep' 24 - Current

- Administration of company-provided benefits (such as ticket restaurants, private health care).
- Facilitation of the onboarding and offboarding processes.

Lilly Drogerie Greece

HR & Payroll Administrator

Jan' 24 - Apr' 24

- Administration of company-provided benefits (such as ticket restaurants, private health care).
- Facilitation of the onboarding and offboarding processes.
- Generation of reports pertaining to the Business Unit of each employee on a weekly basis, as well as reports regarding costs.
- Maintenance of comprehensive records of all types of leave.
- Support for communication with employees to address inquiries and concerns.

Stamou Avee (Yiotis Group)

HR Assistant

Feb' 23 - Jan' 24

- Collection and verification of timesheets, attendance records and other payroll-related documents.
- Respond to employee inquiries regarding payroll matters.
- Collaborate with the finance team to ensure compliance with legal requirements.
- Submission of hires, internships and etc. to the ERGANI II.

Swissport, Skyserv, Sky Express (Aviareps)

HR Operations Specialist

Jan' 22 - Feb' 23

- Submission of employee's hires, leaves, schedules and etc. to the ERGANI.
- Handling the HR Needs of the organization (monthly preparation of new hires and leaves according to the budget).
- Processing of employee certifications.

Deloitte

Traineeship in Oracle (HCM)

Jun' 21 - Jul' 21

- A remote 4-weeks intensive training based on Oracle HCM Cloud best practices and configuration mainly on the modules of Talent Pool and Core.

Newrest Hellas

HR Administrator Assistant

Mar' 20 - Jun' 21

EDUCATION

- National and Kapodistrian University of Athens (Oct' 22-Cur') - **Mba Degree:** Strategic Business and Competitiveness.

- University of the Aegean (Oct' 15 - Sep' 19) - **Bachelor's Degree**: International Relations and Organizations Department of Mediterranean Studies.
- HR Metrics, E-learning OPA University (Certification)
- Certification of attendance for the 1st HCM Oracle Bootcamp, Deloitte

LANGUAGES

English: Lower Degree-University of Michigan

Russian: Basic

KEY SKILLS

• Excellent organizational skills with ability to prioritize important projects • Very good command of Ergani and Pylon-Epsilon Net • Basic user of Softone • Teamworker