

Joanna Kritikou

17 Galaxidiou Str. – Acharnai 136 71

Home Tel. No.:210/2442662

Mobile Tel. No.: 6942575671

PERSONAL INFORMATION

Family status: married with one child

Date of birth: 27/06/1978

Place of birth: Chalkida – Evia

EDUCATION

Panteion University of Athens

1997-2001

Department of Social Politics

Grade: Very Good

PROFESSIONAL EXPERIENCE

KLEVA Pharmaceuticals S.A.

02/2004 – present

Business Development & Exports Assistant(also supporting Sales & Marketing Department)

As an Export Assistant tasks include:

- Customer service
- Coordinating purchase orders
- Arranging transport and delivery of goods
- Booking with shipping companies
- Liaising with customs officials
- Invoicing
- Issue of Credit Notes
- Issue of Certificate of Origin

As a Business Development Assistant tasks include :

- Market Research through:

- Use of IMS ANALYSER & IMS DATAVIEW
- Use of IMS GENERIC MARKET ANALYSER

VEKIOU BROS O.E. (Manufacturing Plastic Packaging Materials)

10/2003-2/2004

Sales Assistant

- cost analysis
- coordinating purchase orders
- forwarding orders to manufacturing department
- customer service

Sales Assistant

- Use of eurofasma Commercial Management
- managing sales
- Customer service

FOREIGN LANGUAGES

VERY GOOD USE OF ENGLISH

First certificate in English	1993
Business English Certificate	2007

COMPUTER SKILLS

Microsoft office: word, excel, access – Internet Explorer

OTHER ACTIVITIES & INTERESTS

- Reading literature
- Photography
- Swimming and gym