



Maria Parthenopi Xafi

Aspiring HR Specialist.HR Administrator.

Highly interested in fashion sector.Fashion addict.

📍 London, UK

✔ Maria Parthenopi is **Available to work**

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Links

 [LinkedIn](#)  [Instagram](#)

Work Preference

Location: Open to relocate

Pattern: Open to Full time or Part time work

Employment: Freelance Assignments, Permanent Positions, Hourly Consulting

Skills

Communication Development (Advanced)

Critical Thinking (Advanced)

Multi-task & Handle High-volume Work...

Interpersonal Communication (Advanced)

Teamwork (Advanced)

Organization Skills (Advanced)

Relationship Building (Advanced)

Telephone Manner (Advanced)

Administration (Advanced)

Customer Service (Advanced)

Office Administration (Advanced)

About

Junior Office Assistant with experience gained in a manufacturing and exporting commercial company of solar panels and other energy devices. Fluent in English with good skills in German and ability to interact with global audiences – B2B customers or international vendors. Practically trained in supporting exports, customer service, and sales back-office tasks. Ability to successfully team with and collaborate across company functions. Focused on results and ensures that all office projects are done through team consensus. Equivalent demonstrated ability to work independently and support projects to successful completion while ensuring adherence to processes and procedures. Equipped with a sociology degree with specialization in criminology that offers wide-ranging knowledge and awareness of how businesses and people interact in society and particular skills in working closely with a diverse range of people and groups. Passion to learn and grow. Key Words: Office Administration | Multicultural Communication | Office Operations | Sales Support | Customer Service

BRANDS WORKED WITH

Ilios G.P. – Xafis A.

Experience

● Wholesales & Exports Support - B2B Customer Service Assistant

Ilios G.P. – Xafis A. | Jan 2020 - Sep 2022

Direct Report to the Company's Owner and General Manager Work alongside a dedicated team of sales professionals to support the needs of customers in Greece and abroad. Prepare exports documentation and coordinate with transportation companies. Manage customer offers and communications with international customers; provide information on pricing, products and commercial agreements. Handle customs operations for exports, communicate with customs authorities. Update customer data through the use of specialized accounting system (Pylon).

Time Management (Advanced)

Creativity Skills (Advanced)

Microsoft Word (Advanced)

File Management (Advanced)

Telephone Reception (Advanced)

Brainstorm Facilitation (Advanced)

Export Administration (Advanced)

Export Controls (Advanced)

Analysis Reports (Advanced)

Data Administration (Advanced)

Languages

Greek (Native)

German (Work Proficiency)

English (Work Proficiency)